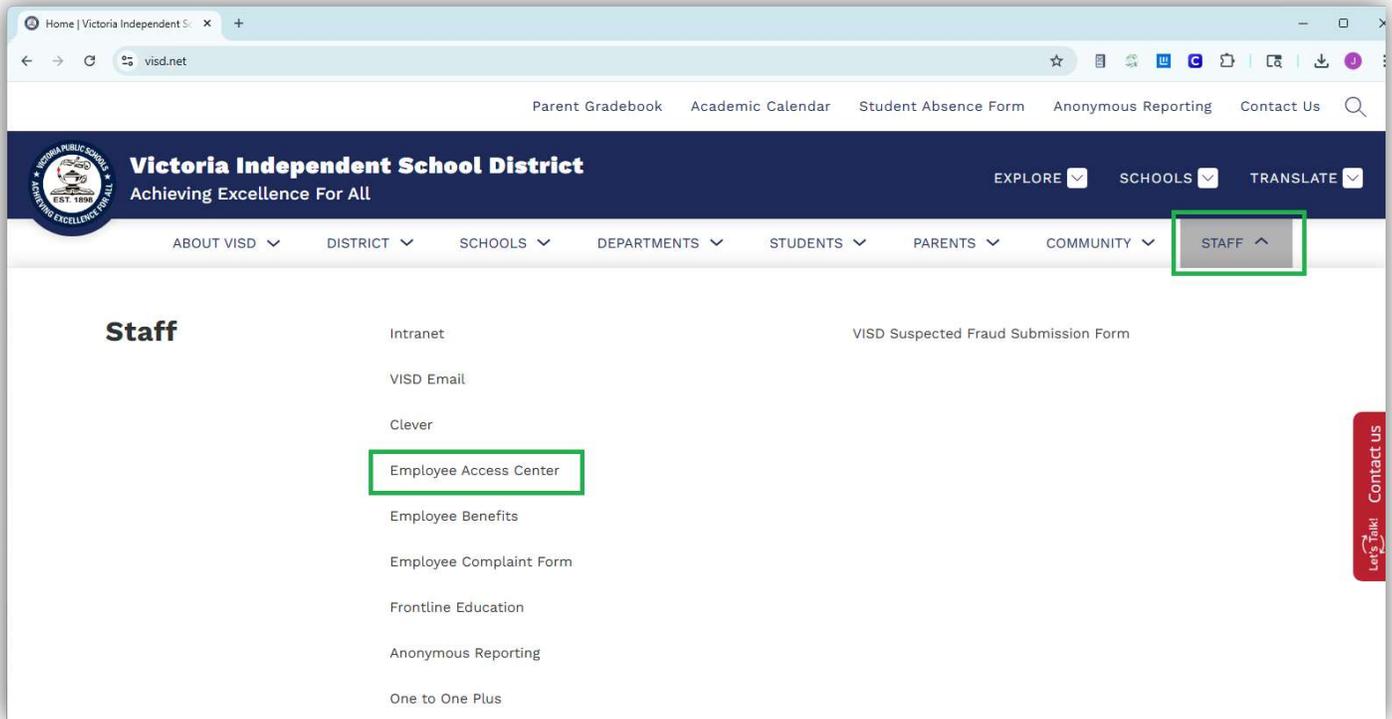


# Employee Access Center Employee Guide

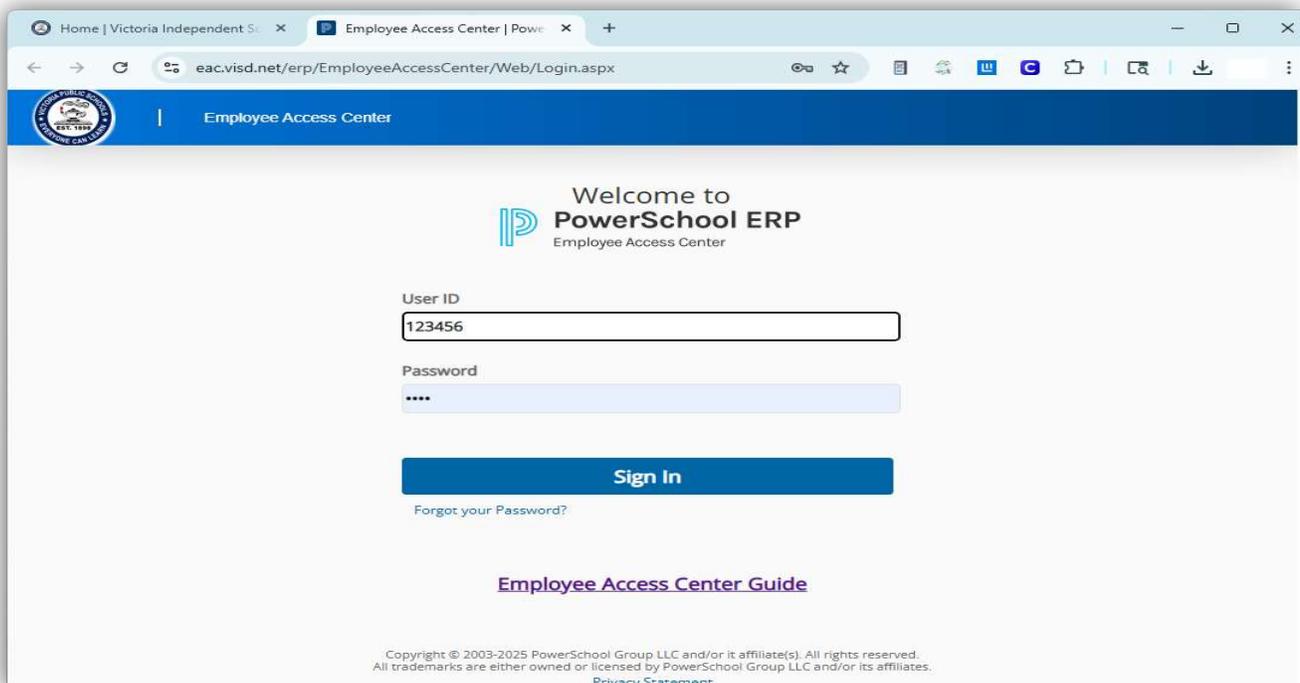
The Employee Access Center is an online portal that allows all VISD employees to view and update personal information such as payroll checks, salary & benefits, W2s, degrees & certifications, deductions & benefits, and contact info.

## LOGGING IN

The EAC is accessible through the VISD homepage. Open a web browser, navigate to <http://www.visd.net> and click on the **“Staff”** menu on the top right corner of the page, then click on **“Employee Access Center.”**

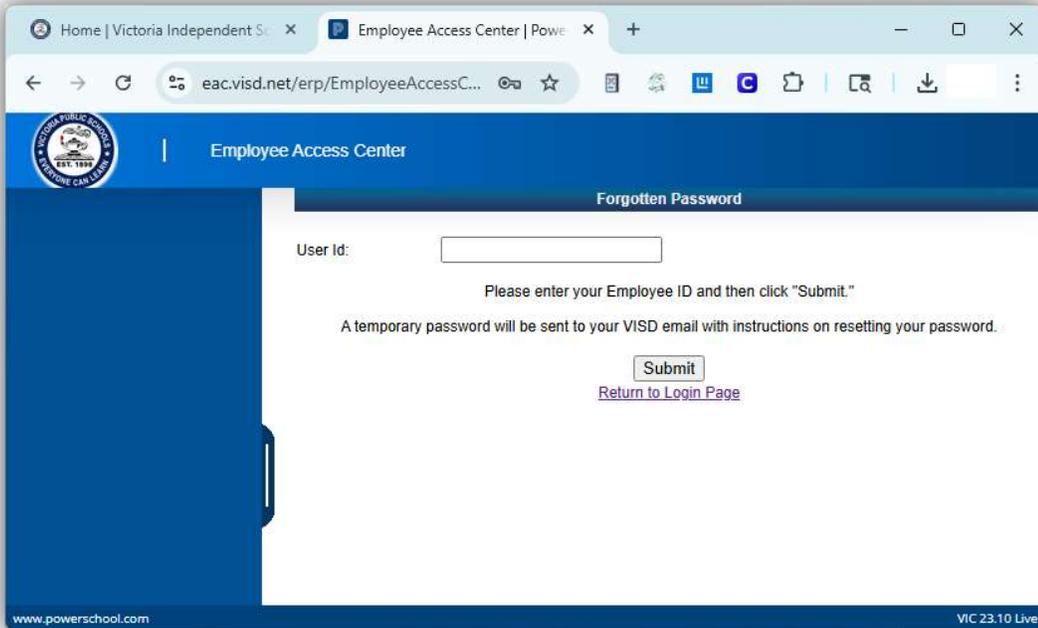


**Your User ID is your six-digit VISD Employee ID, and the default password is the last four digits of your Social Security Number.** If you do not know your employee number, please contact your campus administrator, Payroll, or HR. They will be able to provide you with this information.



If you cannot remember your password, click on the **“Forgot your Password?”** link under the Login button. This will take you to the forgotten Password screen. Enter your Employee ID and then click **“Submit”** to have your password emailed to you.

**If you do not know your employee number, please contact your campus administrator, Payroll, or HR. They will be able to provide you with this information.**



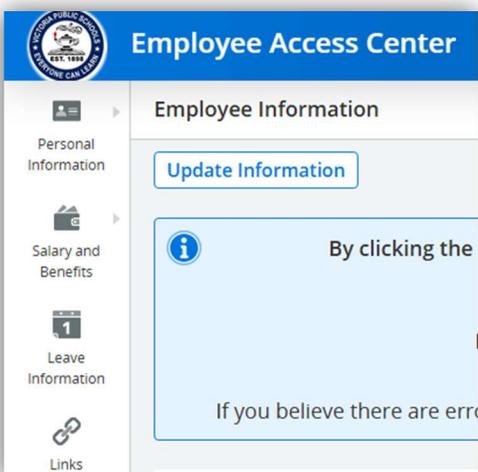
## MENUS



**When you first log in, you will see a menu in the top, right hand corner of the page.**

- **Home** – This will take you back to your Employee Information page, which is your “home page” for EAC.
- **Help** – This will take you to help documentation based on the page you are reading.
- **User Initials** - Click on this and select “Preferences” to change your password.
- **App Switcher** – This will take you to other PowerSchool applications.

**There is also a menu on the left-hand side of the page. This is the main Employee menu.**



# Employee MENU Items

## Personal Information →

- **Employee Information** This screen displays your personal information such as employee ID, name, address, contact and demographic info. From this page, you can update your personal contact information. Employee forms are available on Talent Ed.

[Update Information](#)

**i** By clicking the "UPDATE" button above, employees are able to add/change their personal email address, home address, and phone numbers (anything with an editable box). Upon making the updates, please remember to click the "SAVE" button.

If you need to change your name, you must use the Name Change Form found in [TalentED's "Available Forms"](#) and provide required documentation.

If you believe there are errors with your salary or find any other discrepancies with your employee information, please email the VISD Human Resources Office at [human.resources@visd.net](mailto:human.resources@visd.net). Thank you!

- **Certifications and Interests** – Shows your certification records.
- **Education** – Shows your education records.

## Salary and Benefits →

- **Deductions and Benefits** – This page allows you to view your deductions and benefits information.
- **Payroll Checks** - Shows your payroll checks or direct deposit vouchers.
- **Salary and Benefits** – Shows a detailed view of your Salary and Benefits Statements.
- **Tax Forms** – This is where you can go to view and print your W2s.
- **Federal Tax Info** – This page allows you to view your federal tax information.
- **“What If” Paycheck Calculator** – This page allows you to calculate what your paycheck would look like with different tax statuses, exemptions, etc.

**Leave Information** – Shows your Leave Calendar and Leave Banks. When you are viewing your leave banks. You can submit a leave request form by clicking on the link and going to Talent ED Forms.

Leave List

List [Calendar](#)

**i** May not include leave taken within the last 30 days.  
 If you have any questions, please contact the Payroll office at (361)788-9218.  
[Leave Request Form](#) - Employees wishing to use earned state or local leave must submit an Employee Leave Request to his or her principal or supervisor preferably five (5) business days in advance the anticipated absence.

View 2024 - 2025 ▾

WORK DAY

NON WORK DAY

HOLIDAY

WEEKEND DAY

WEEKEND WORKING DAY

PENDING LEAVE

Unknown

NON PAID DAYS

July 2024							August 2024							September 2024							October 2024							November 2024							December 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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28	29	30	31				25	26	27	28	29	30	31	29	30					27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					

January 2025							February 2025							March 2025							April 2025							May 2025							June 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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**Links** – Links to VISD webpages.