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 <u>http://www.visd.net</u> and click on the "**Staff"** menu on the top right corner of the page, then click on **"Employee Access Center."**

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	Employee Access Center		
	Employee Benefits		
	Employee Complaint Form		
	Frontline Education		
	Anonymous Reporting		
	One to One Plus		

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.

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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.

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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 Access Center
	Employee Information
Personal Information	Update Information
Salary and Benefits	By clicking the
Leave Information	
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Links	

Personal Information \rightarrow

• 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.



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

Salary and Benefits \rightarrow

- 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.

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