

Employee Access is now available for all of our employees to be able to access current and historical pay information including calendar year-to-date information, deductions, earnings, leave balances (including any unprocessed transactions entered for future payrolls); and print your W-2. To access, please bookmark:

<https://txeis.cantonisd.net:8443/EmployeeAccess/app/login?distid=234902>

From the Employee Access logon page, click **New User**. Type in your nine-digit **social security number**, **date of birth (MMDDYYYY)** and your five digit **zip code**.

Click **Retrieve**.

The Employee number, date of birth, zip code, Last Name, and First Name fields are display only and cannot be modified.

In the **User Name** field, type a six to eight character user name. (Not case sensitive).

In the **Password** field, type a six to nine alphanumeric password. Must have one uppercased letter, one lowercase letter, and one number. This is case-sensitive.

Password Verification field, retype your **Password**.

In the **Work E-mail** field, type the work e-mail address if it does not display. If a work e-mail address already exists, this field will not be available for modification.

In the **Home E-mail** field, type the home e-mail address if it does not display. If a home e-mail address already exists, this field will not be available for modification.

In the **Hint Question** field, type a question you will be asked in the event that you forget your password at a later date.

In the **Hint Answer** field, type the answer to the hint. This is case-sensitive.

Click **Save**.

If you forget your password, click **Forgot password**. Your **Social Security number** will be displayed.

Type **Date of Birth, Zip Code and Click Retrieve**.

The hint question is displayed, and if the question is not correctly answered, you will be locked out for about 45 minutes. After that length of time, you can try again. **No one here can reset your password**.

After the 45 minute lapse, you will be able to sign on and with a **temporary password**. Make sure you change your temporary password since valid for 24 hours only.

When you log into the system, you will see **inquiry** which allows you to view payroll/demographics information. On **Current Pay Information**, your latest posted payroll check will default, and will be viewable 3 days prior to pay date.

YOU WILL NOT BE RECEIVING ANY LONGER A COPY OF YOUR ACH DEPOSIT FROM CENTRAL OFFICE SINCE YOU HAVE ACCESS TO THE SYSTEM. If you have additional pay, you will continue to receive a copy through inter office mail. I have called Region VII to alert them that if you print this screen (Control P), it will not give you all your deductions (if drop down box is used), or your leave balances. Don't know if they will send a fix to change or not. If you print horizontal, more information is printed.

Employee Self-Service allows you to add/change your name through **Demographic Information**. **Payroll information** allows you to add/change your name, W-4 and/or ACH deposit. **Be sure to SAVE after new information is entered. Any of these changes require a copy of your new social security card, W-4 completed and/or new ACH form with attached voided check.** Your request will be pending, and not applicable until you receive your school e-mail confirming the change is applicable.

I have added comments on each screen to assist with the screens including how to print your W-2.

I hope that you will find this new system "User Friendly" and beneficial to every one. If you hit F1, it will bring up a help menu with information about each module.

Know our office is always here to assist you in any way.

Nan Bailey 903-567-4179x5002