

From: Nan Bailey
To: CANTON ISD EMPLOYEES
Date: 12/04/2017
Subject: EMPLOYEE ACCESS

Just a reminder that employees having their payroll check direct deposited do not receive a paper copy of their earnings. After I finished the payroll, I send a copy to employees prior to the pay date for your convenience.

However, if you have any additional duty pay, you will receive documentation through the interoffice system.

Reminder, paper documentation needed for changing W-4, ACH, and name change. Your account will remain pending until documentation is received in our office.

Employee Access is 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. (Note, can change year to print other W-2's. To access, please bookmark:

<https://txeis07.txeis.net/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 displayed 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**.

If you lock yourself out due to too many attempts, please contact me to delete. Then you will need to go back in as a new user.

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 after several tries. Please call me at x5002 and I will delete your information, and you will once again, be a new user.

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.

Employee Self-Service allows you to change your name, W-4, and or/ACH deposit through **Demographic and Payroll Information**. **Be sure to SAVE after new information is entered. Name change, ACH and W-4 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 an e-mail confirming the change.

Please review all your demographic information and change if necessary. If you could add emergency contact information, that could be helpful in an emergency. Be sure to save information.

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

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