EMPLOYEE ACCESS

Go to your districts Employee Access website:

www.eastmont206.org

>Employees > Employee Access

1. **Login**: Enter your User Name

   Login: _____

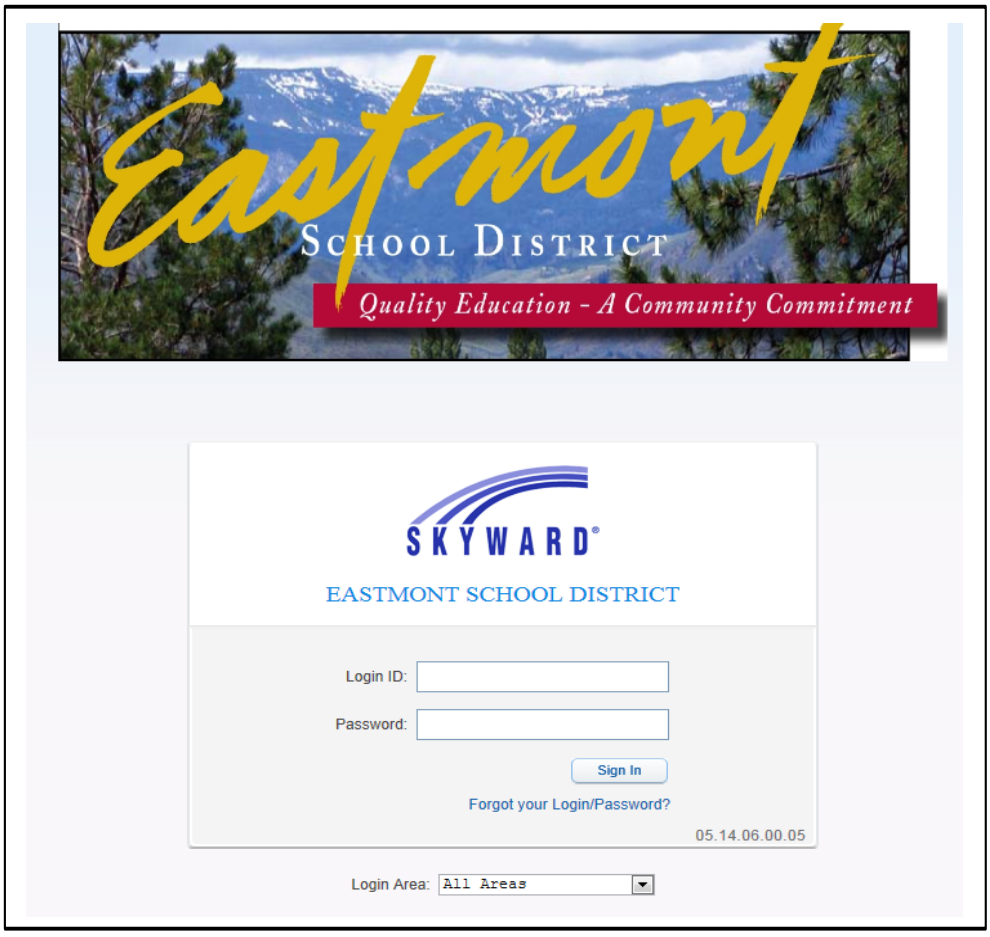
   First time logging in? Login: **lastnamefirstinital**

2. **Password**: Enter your Password

   Password: _____

   First time logging in? Temporary password: Your **Date of Birth (MMDDYYYY)**

3. Select “Employee Access” from the Login Area
4. Click “Sign In”



EMPLOYEE ACCESS

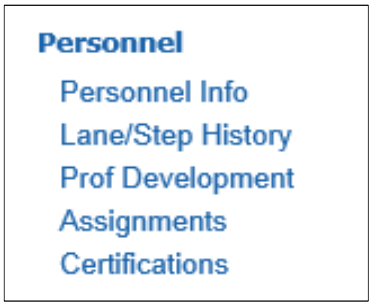
DEMOGRAPHIC		
	Employee Info	Name, phone, race and ethnicity information.
	Address	Primary and Mailing
PERSONNEL		
	Personnel Info	Employee Type, Hire and Start Date, Building, Check location, State ID
	Lane/Step History	Placement Tracker Information
	Prof Development	Degree and Credit History
	Assignments	Summary for the current year
	Certifications	Certification and Endorsement History
PAYROLL		
	Checks	Historical payroll records
	Check Estimator	Creates an estimation based on changes to payroll information.
	Calendar YTD	Calendar year-to-date payroll totals for the current or previous year(s).
	Fiscal YTD	Payroll fiscal-year-to-date (September-August) totals for the current or previous year(s).
	History Report	Allows a user to run payroll history reports
	Direct Deposit	List of direct deposit account(s) on file.
	W2 Information	Information for each year that a W2 statement exists.
	W4 Information	State and Federal Tax marital status as well as State and Federal tax exemption status.
	Flex Information	Yearly declared amount, as well as monthly payroll deduction.
TIME OFF STATUS		Historical time off transactions
INSURANCE		Under Construction

EMPLOYEE INFORMATION

The Employee Information area includes Personal Information.

Click on Employee Information

Personal Information



EMPLOYEE ACCESS

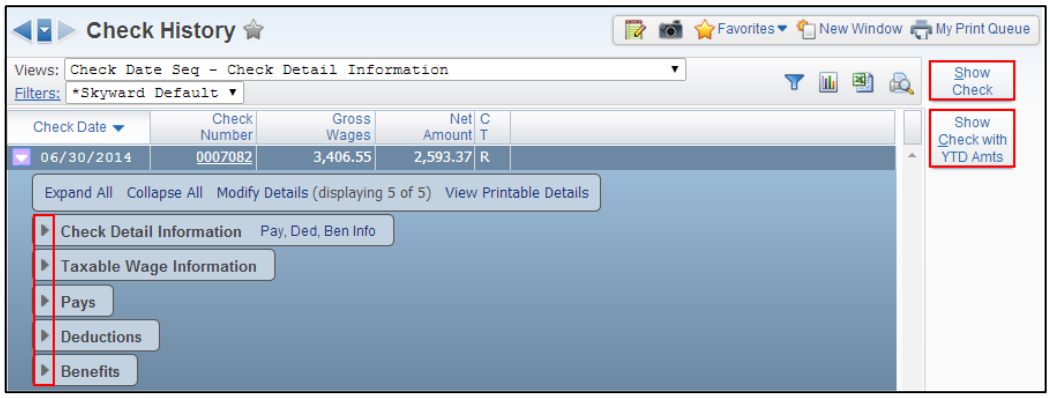
PAYROLL

The Payroll area includes detailed information about the employee's payroll such as Check History, Check Estimator, Calendar YTD, Fiscal YTD, Direct Deposit, W2, W4 and Flex information.

Check History

Check History displays an employee's historical payroll records in chronological order.

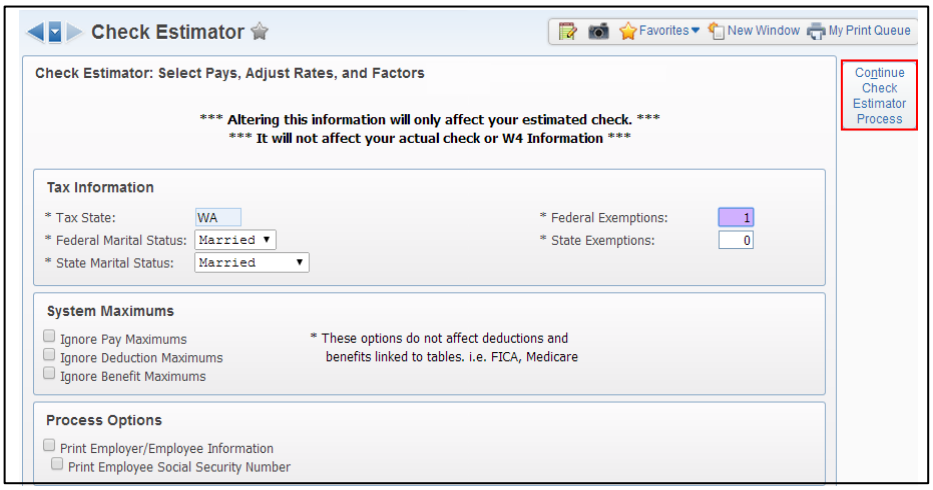
1. Select Check History
   a. Click the ▶ symbol to display Check History detail categories
   b. Click on the individual category ▶ symbol –**OR**- *Expand All* –**OR**-Select *Show Check* to view detailed information for the highlighted record.
   c. Select Show Check with YTD Amts to display a view of the check with YTD amounts as of the date the check was printed.



Check Estimator

Check Estimator allows users to create an estimation based on changes to payroll information. The estimator process will not affect your actual payroll check or W4 information. It is for estimation purposes only. Any actual changes will need to be submitted to your payroll office.

NOTE: If you want to apply any of the changes that you used in this calculation to your actual payroll check, you need to contact your payroll office.

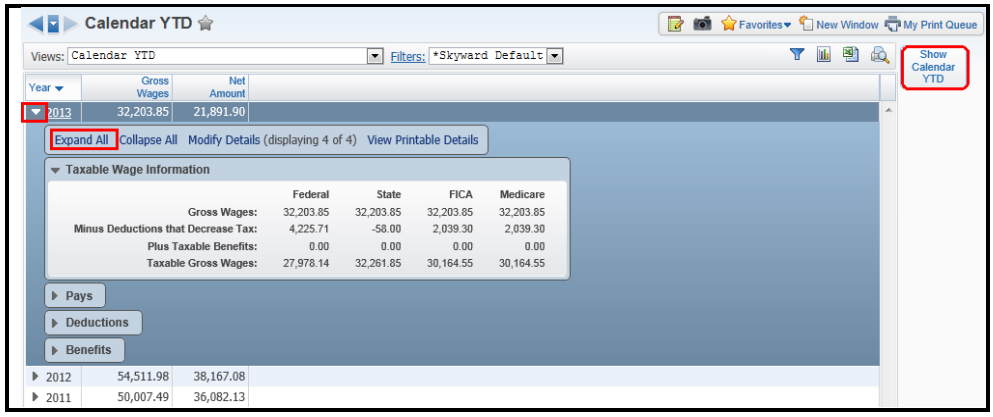


EMPLOYEE ACCESS

Calendar YTD

The Calendar YTD area displays the employee's calendar year-to-date payroll totals for the current or previous year(s).

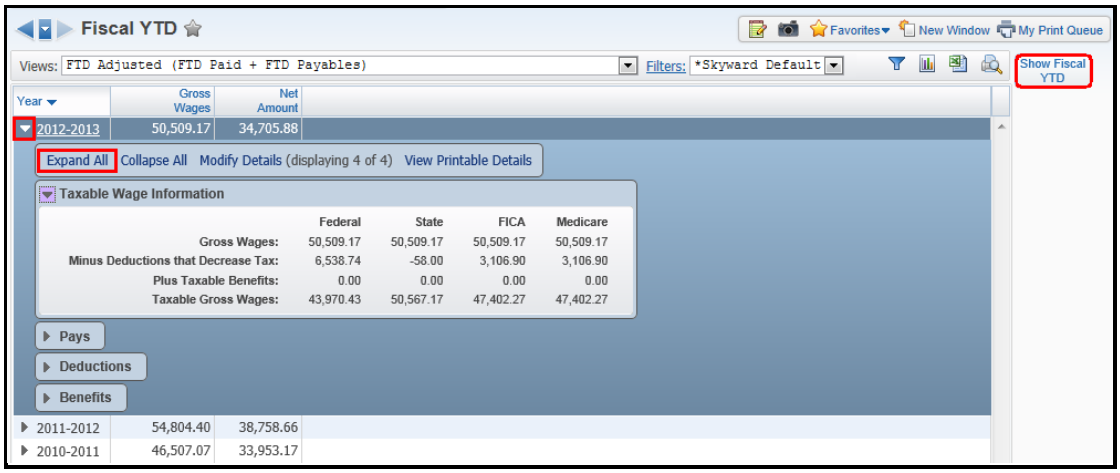
1. Select *Calendar YTD*
    d. Click the ▶ symbol to display Calendar YTD detail categories
    e. Click on the individual category ▶ symbol –**OR**- *Expand All* –**OR**-Select *Show Calendar YTD* to view detailed information for the highlighted record.



Fiscal YTD

Fiscal YTD shows the payroll fiscal-year-to-date (September-August) totals for the current or previous year(s).

1. Select *Fiscal YTD*
    a. Click the ▼ symbol to display Fiscal YTD detail categories
    b. Click on the individual category ▼ symbol –**OR**- *Expand All* –**OR**-Select *Show Fiscal YTD* to view detailed information for the highlighted record.



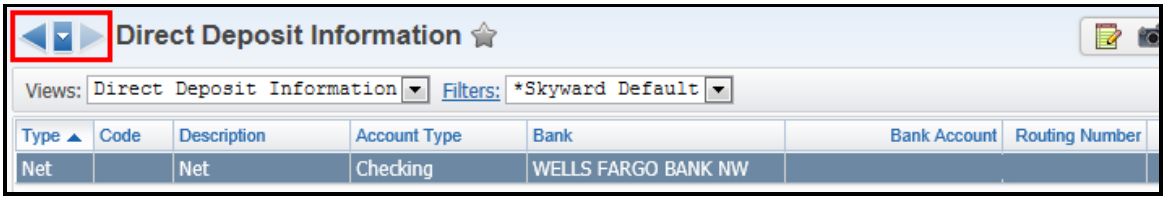
EMPLOYEE ACCESS

Direct Deposit

The Direct Deposit Information tab displays a list of an employee's direct deposit account(s) on file.

NOTE: Contact your district's payroll department if changes are needed.

1. Select *Direct Deposit Information.*
    a. Click on the symbol to return to the main menu.



W2 Information

W2 Information displays employee W2 information for each year that a W2 statement exists.

1. Select *W2 Information*
    a. Click the symbol to display Wage and Tax summary information.
    b. Click on the individual category symbol –**OR**- *Expand All* to view detailed information for the highlighted record.
    c. Select *Show W2 Info* to display detailed information for the highlighted record.
    d. Select View W2 to view or save a W2 PDF file (Available depending on district configuration).

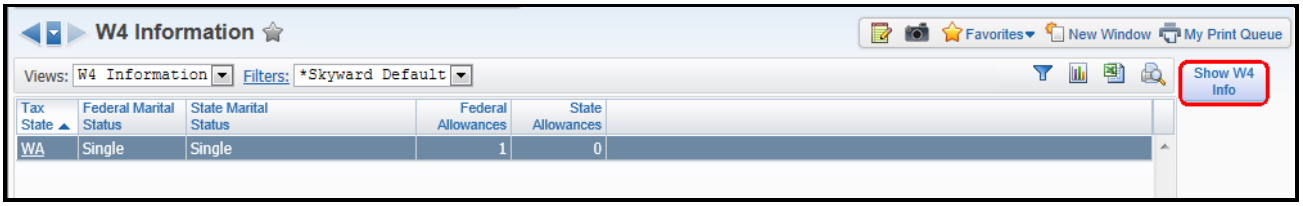
EMPLOYEE ACCESS

W4 Information

The W4 Information displays Tax State, Federal and State Marital Status as well as Federal and State Exemption status.

NOTE: Contact your district's payroll department if changes are needed in any of these fields.

1. Select *W4 Information*
    a. Click on *Show W4 Info* to display detailed information.



Flex Information

Allows an employee to track what has been deducted and reimbursed for your flex account through payroll. (Availability depending on District Configuration).

1. Select *Flex Information*
    a. Click the symbol to display Flex Account information.
    b. Click on the individual category symbol –**OR**- *Expand All* to view detailed information for the highlighted record.

ACCESSING TIME OFF INFORMATION

Menu Path: Employee Access, Time Off Status

Allows employees to view time off history.