



Sisters School District

"Home of the Outlaws"

New Users

New users must register for **Employee Access** the first time they access the program.

Registering as a New User

To register as a new user:

To create an account in **Employee Access (iVisions)**, please log in to:

<https://sisters schooldistrict6or.tylerportico.com/tesp/employeeselfservice/>

1. Enter the username and password associated with your account. This is your SSD email address (first name.last name@ssd6.org and your password). The program displays a welcome message and the fields you must fill in to confirm your identity. All fields are required. These fields are established in the Employee Master program.
Enter your email address.
2. Enter the last four digits of your Social Security number (SSN). Select Show to display the digits, as desired.
3. Enter your birth date in MM/DD/YYYY format.
4. Enter your ZIP Code.
5. Click Submit.

The new user is registered, and Employee Access opens, displaying the [Home](#) page.

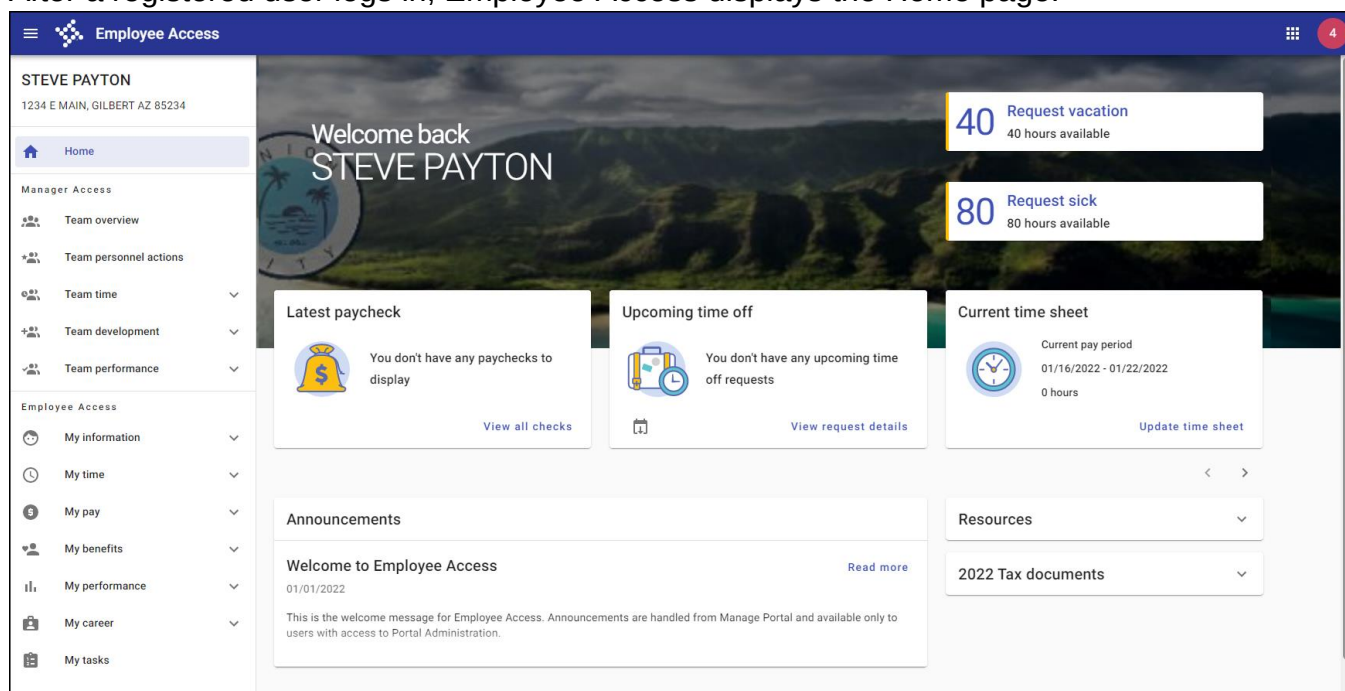


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Home Page

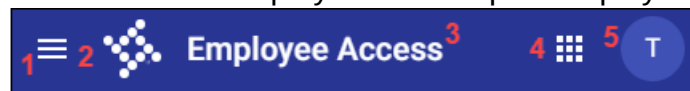
After a registered user logs in, Employee Access displays the Home page.



The Home page includes the omnibar, the menu, and a main panel, which displays information such as your latest paycheck, time-off request and time entry details, announcements, resources, and tax documents. The information in the main panel varies according to the settings and permissions defined for Employee Access use in your organization.

Omnibar

The omnibar is displayed at the top of Employee Access.



The omnibar contains:

1. The menu button—Displays or hides the menu.
2. The Tyler logo

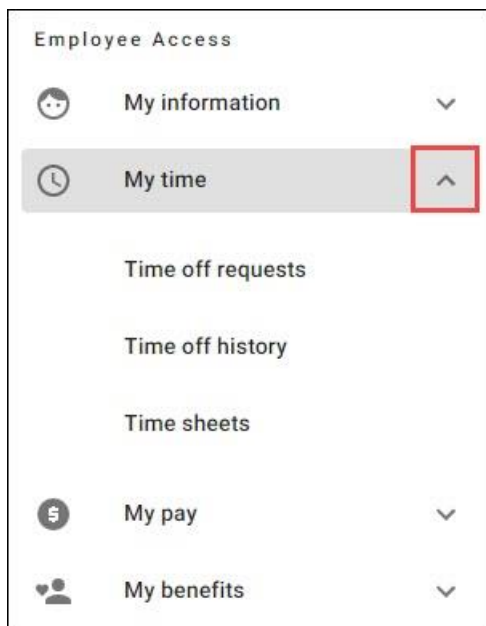


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3. The application title
4. The app launcher button—Displays the My Apps window, which includes links to other Tyler applications you can access.
5. User profile—Displays your user information and a Sign Out button.

Clicking a menu item with a down arrow displays pages where you can take specific actions. For example, when you click My Time, Employee Access displays the pages Time Off Requests, Time Off History, and Time Sheets.



Main Panel

The main panel displays information based on your organization's settings. Some boxes contain static information, such as announcements, resources, or tax documents, while other boxes allow you to view basic information as well as navigate to a page within Employee Access where you can take action, such as requesting time-off, entering



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time, or viewing recent paycheck information.

Welcome back
STEVE PAYTON

40 Request vacation
40 hours available

80 Request sick
80 hours available

Latest paycheck
You don't have any paychecks to display
[View all checks](#)

Upcoming time off
You don't have any upcoming time off requests
[View request details](#)

Current time sheet
Current pay period
01/16/2022 - 01/22/2022
0 hours
[Update time sheet](#)

Announcements
Welcome to Employee Access [Read more](#)
01/01/2022
This is the welcome message for Employee Access. Announcements are handled from Manage Portal and available only to users with access to Portal Administration.

Resources
2022 Tax documents

Request Vacation

The Request Vacation box displays vacation hours available to request, if enabled.

Selecting the box displays Time Off Requests, where you can request time off. When you request time off from this box, the program defines the type as Vacation by default, but is dependent on how your accruals are set up, for example, the type may display as PTO.

Request Sick

The Request Sick box displays sick hours available to request, if enabled.

Selecting the box displays [Time Off Requests](#) where you can request time off.

Latest Paycheck

The Latest Paycheck box displays the date, take home pay, and total pay of your latest paycheck.



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Selecting View All Checks displays Paycheck History, which displays checks for the current year (and you can view checks from other years by changing the value of the Year list). See [Pay & Tax Information](#) for more details.

Upcoming Time Off

The Upcoming Time Off box displays upcoming time-off requests.

Selecting Add to Calendar downloads an .ics file that you can use to save the time-off request to your calendar.

Selecting View Request Details displays [Time Off Requests](#).

Resources

Resources displays resources available to employees, such as links to helpful websites from benefits providers or files such as employee handbooks or company pay schedules. Resources are maintained in your organization's ERP system in the Tyler Employee Access Settings program. Click the Resources button in the toolbar to add, update, or delete resources. For more information, check the Employee Access Administration Guide.

Tax Documents

Tax Documents displays tax documents available to you for the current year, such as Forms W-2 or 1095.

Selecting Go to Pay & Tax displays [Pay & Tax Information](#).