

Welcome to Employee Access!

Employee Access is our new Employee Self Service application that provides a more user-friendly interface and increased security to protect you, our employees.

To access, please log in to <https://tyler-townofneedhamma.okta.com/>. Your username and password will be your email address and network password for the district.

Note that the first time logging into this new site will require you to enter the last four digits of your social security number, date of birth, and zip code to confirm your identity.

Employee Access Overview

My Dashboard

My Dashboard provides at-a-glance information including District Announcements and links to important Resources.

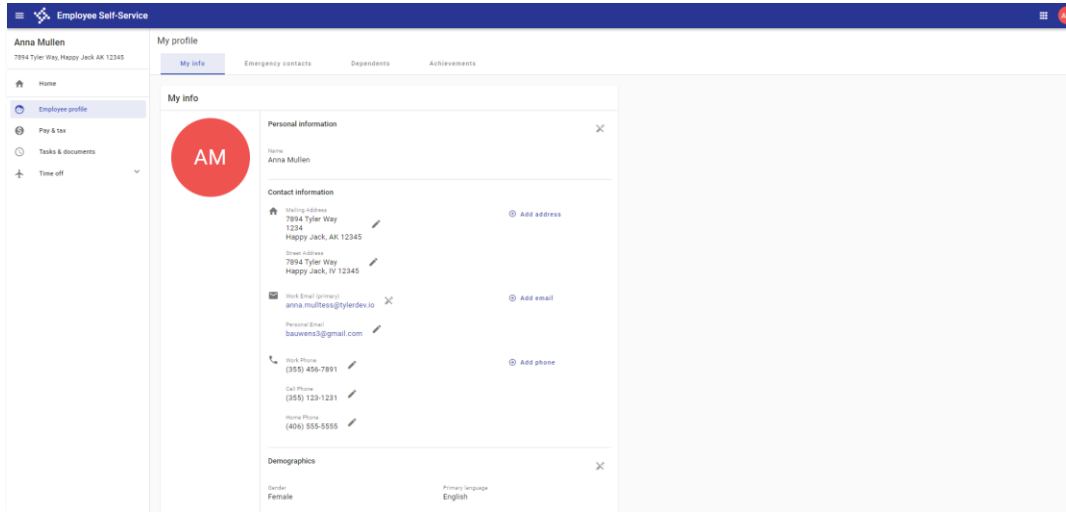
The screenshot shows the Employee Self Service dashboard for Anna Mull. The header includes the user's name, address, and contact information. The main content area is divided into several sections: Announcements (2), Recent paychecks, Resources, and Upcoming time off. The Announcements section includes a welcome message to TESS and an ancient announcement. The Recent paychecks section shows a table with columns for Date, Take Home Pay, and Gross Pay. The Resources section includes a link to Expense Reimbursements. The Upcoming time off section shows a list of leave requests with columns for Type, Date, and Days Available.

Date	Take Home Pay	Gross Pay
01/16/2020	1,000.00	1,000.00
12/27/2019	1,000.00	1,000.00
12/13/2019	1,000.00	1,000.00

Type	Date	Days Available
Classified Vacation	Fri 03/13/2020	0.50 day(s)
Classified Personal Leave	Mon 03/16/2020	1.00 day(s)
Classified Vacation	Wed 03/18/2020	1.00 day(s)
Classified Vacation	Thu 03/19/2020	1.00 day(s)
Classified Vacation	Fri 03/20/2020	1.00 day(s)
Classified Vacation	Thu 03/26/2020	1.00 day(s)
Classified Personal Leave	Thu 03/26/2020	1.00 day(s)

Employee Profile

Employee Profile allows you to view the contact information on file with the District. If applicable, you may also edit your information from here. Additional tabs allow you to add and maintain Emergency Contact Information, Dependents, and view Education and Certification information.



Pay & Tax

Pay & Tax provides a visual representation of your paycheck with drill in functionality for more information. You may also access the Paycheck Simulator and PDF copies of pay stubs from here.

Pay & Tax is also where you may view your direct deposit information on file and edit if applicable, view and update W4 information, access W2 documentation, and view your job information.

Additional tables also provide access to calendar Year To Date pay information as well as Compensation Statements.

