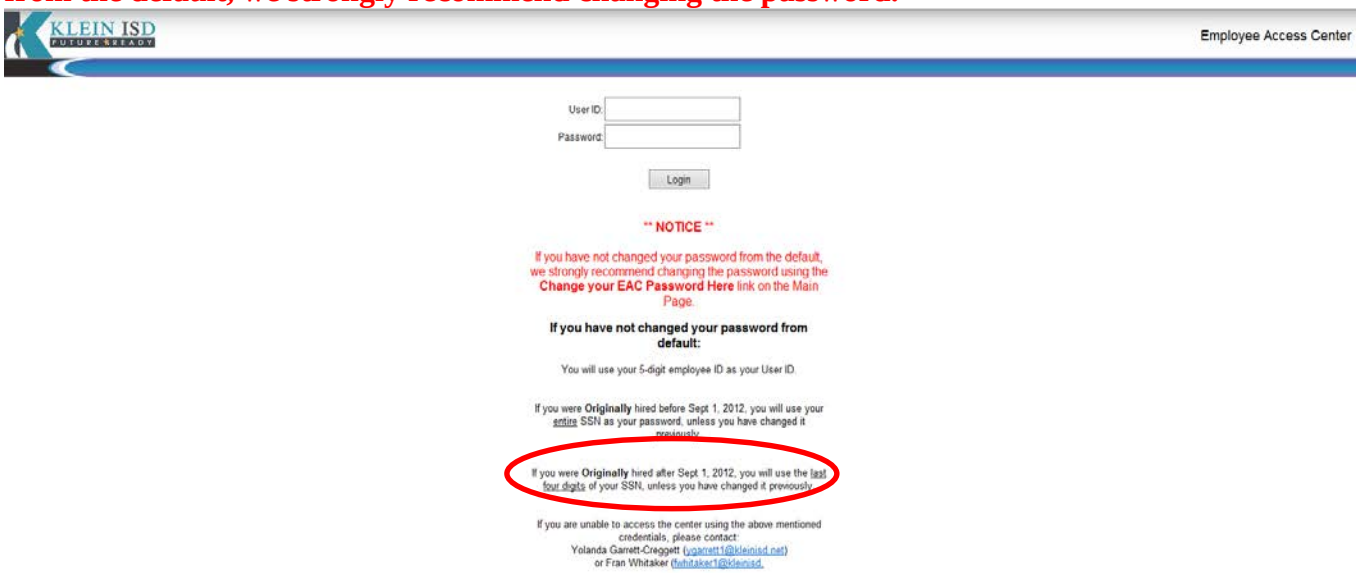
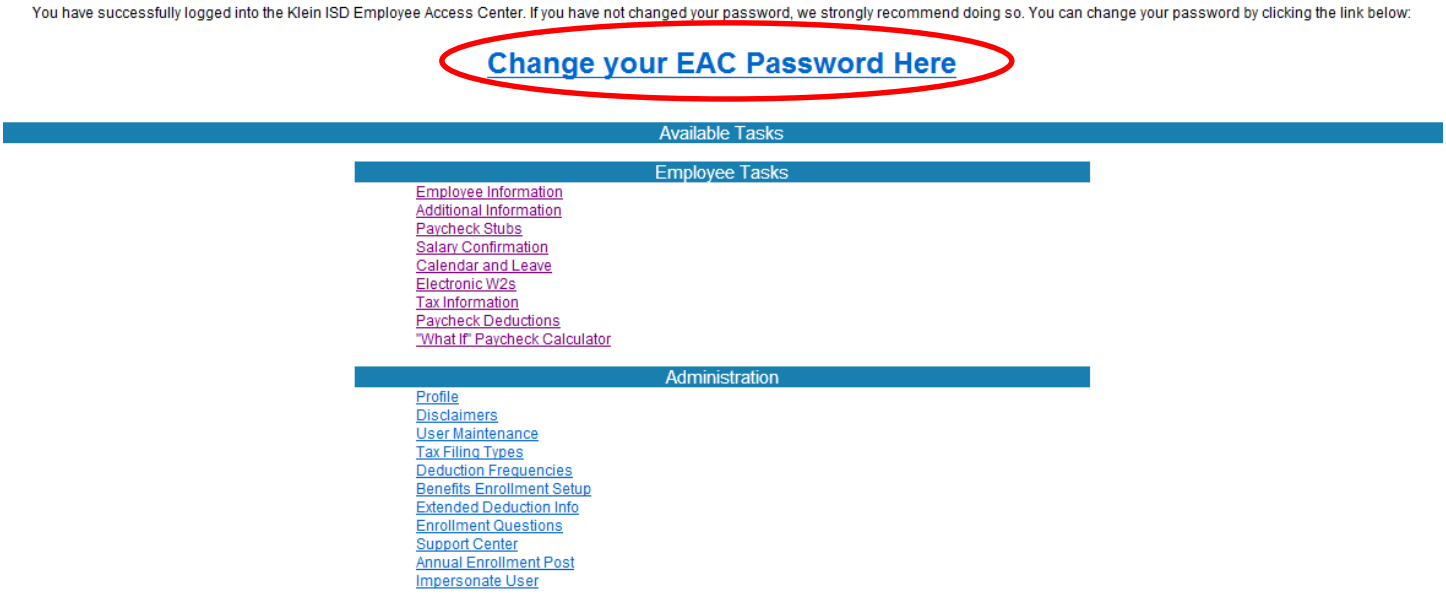
Employee Access Center

This document is intended for employees of Klein ISD

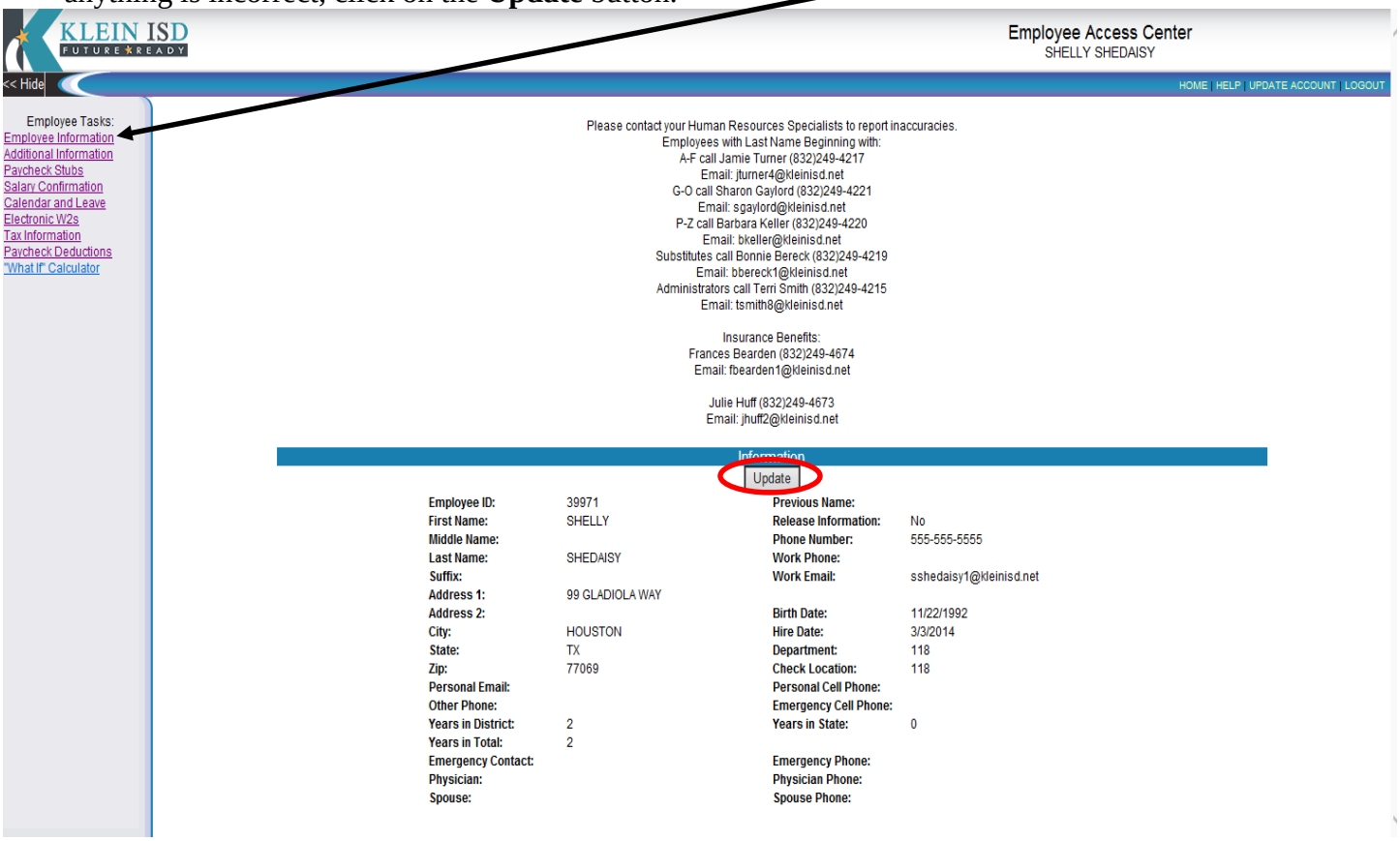
1. Login to Employee Access Center (EAC) with your Employee ID (**User ID**) and the last four (4) digits of your Social Security Number (**Password**). Note the rules under the **Login** button for if you were hired before September 1, 2012. **If you have not changed your password from the default, we strongly recommend changing the password.**



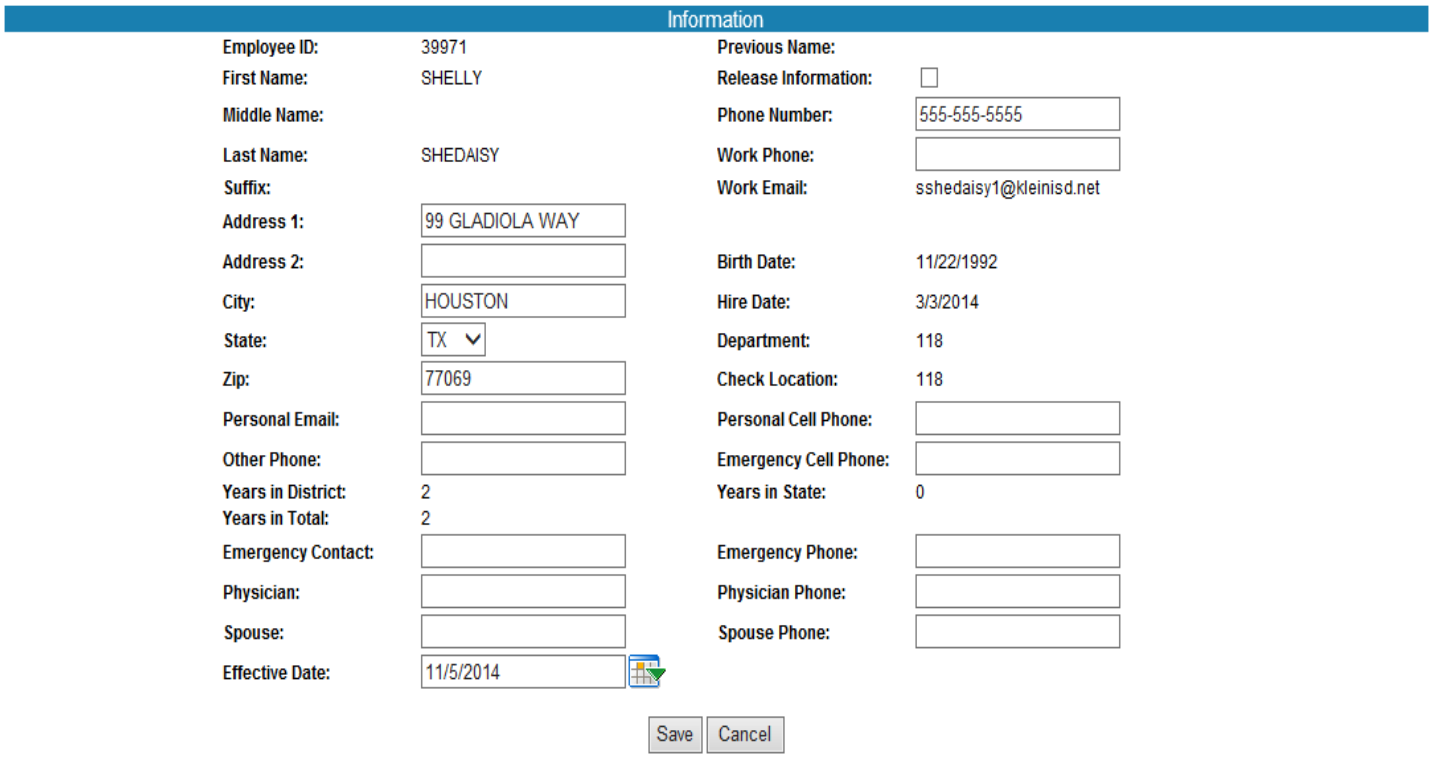
2. The next screen that comes up after you log in has a convenient link for the user to be able to change their password. Again, we strongly recommend changing the password.



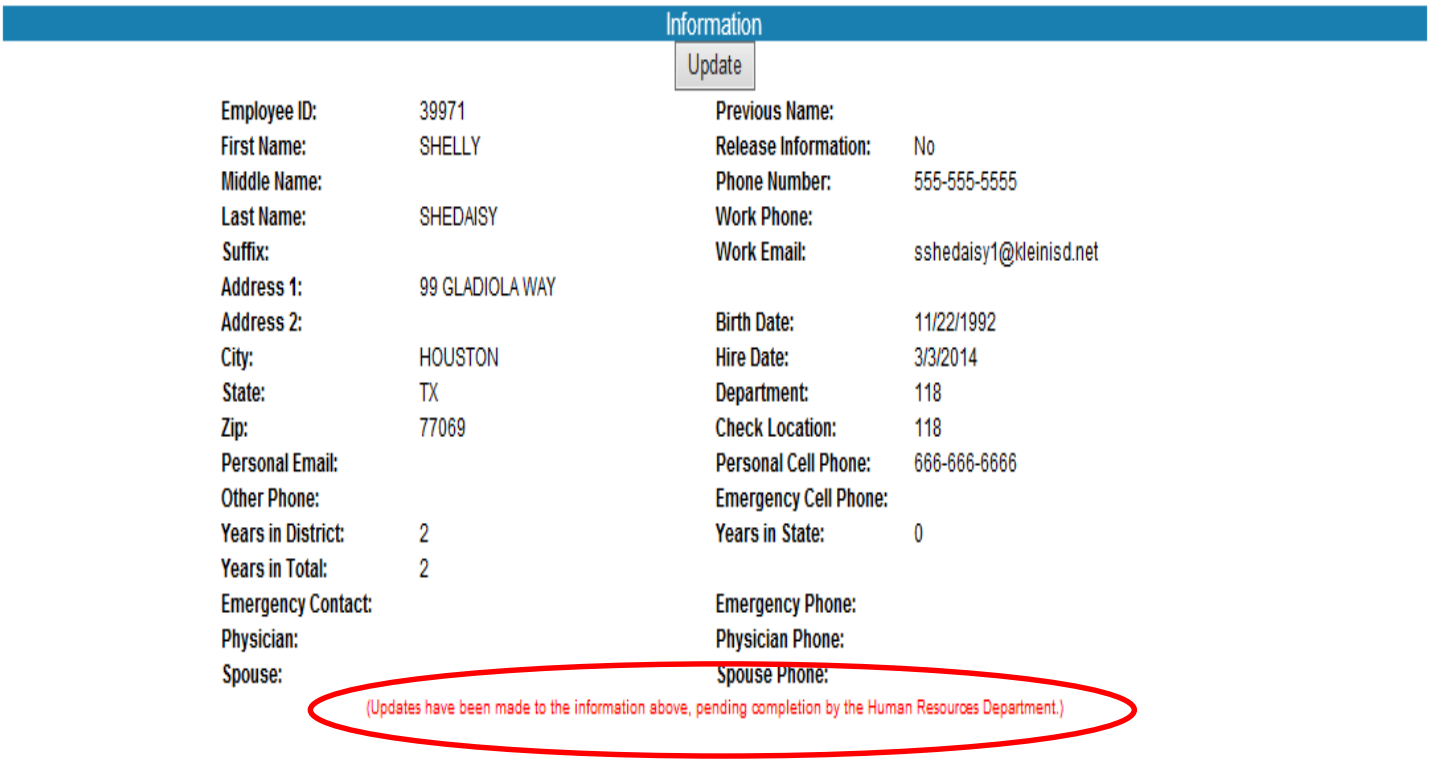
3. After you change the password, the first screen is your basic **Employee Information**. If anything is incorrect, click on the **Update** button.



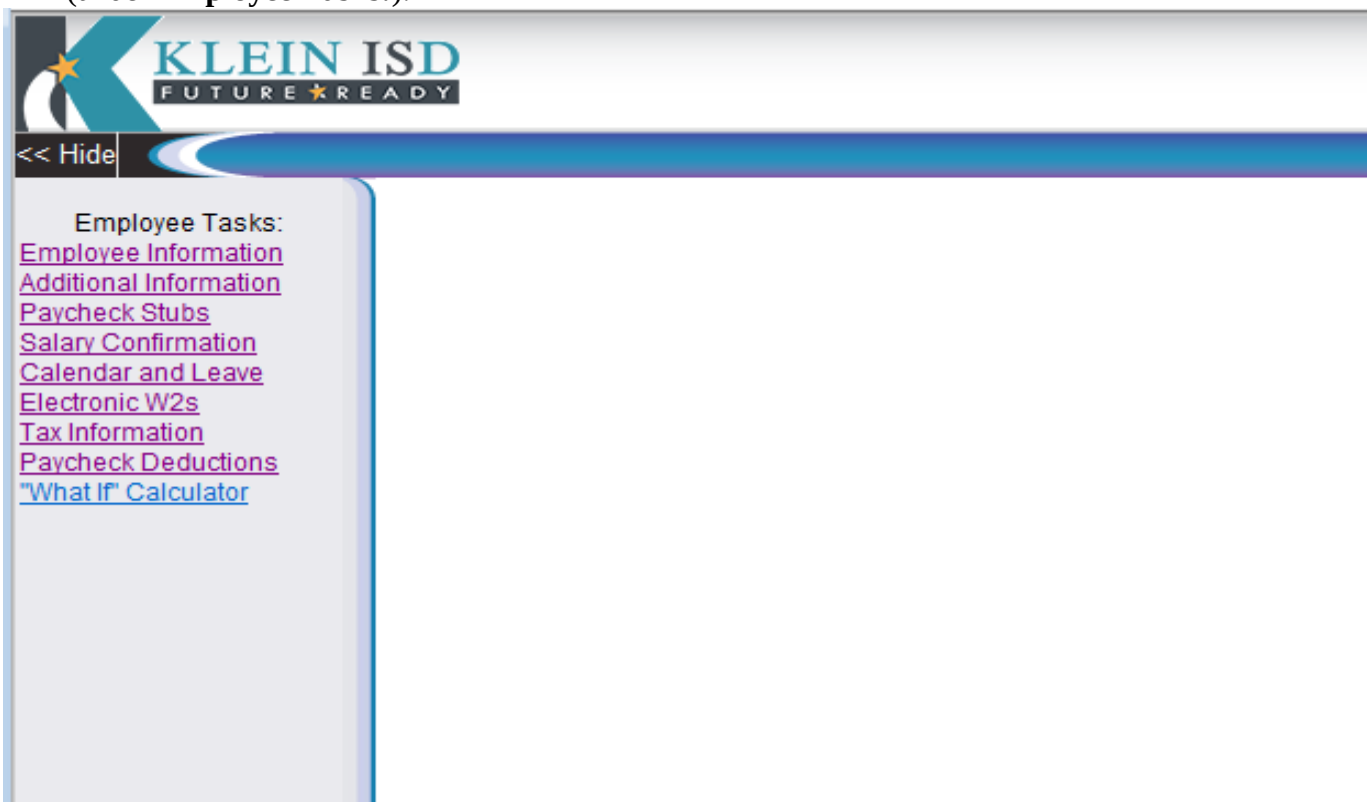
4. The Update screen will let you make changes and/or add to any of your information that is inside a rectangle. (The effective date defaults to the current date, but you can change it.) When all the changes and/or additions have been made, click on the **Save** button. You can also click the **Cancel** button if you do not need to change or add anything.



5. After you click on the **Save** button, a message will show up at the bottom of your demographic information. The message will be removed when Human Resources have approved the update.



6. To access other screens available to you in EAC, click on the links on the left side of the screen (under **Employee Tasks:**).



7. The **Additional Information** screen shows your Higher Education Information and your Certifications.

Please contact your Human Resources Specialists to report inaccuracies.

JOB SKILLS AND OTHER INTERESTS

SKILLS 1:
SKILLS 2:
SKILLS 3:
SKILLS 4:
SKILLS 5:

INTERESTS 1:
INTERESTS 2:
INTERESTS 3:
INTERESTS 4:
INTERESTS 5:
INTERESTS 6:

EDUCATION

Highest	Type	School	Date	Major	Minor	Credits	GPA
*	BACHELOR	U OF HOUSTON	12/14/2007	LIBERAL ARTS	INTER BUS EC	0.00	0.00

CERTIFICATIONS

Number	Issue Date	Expiration Date	Registration Date	Type	Area
641039153	3/1/2014	3/1/2015		PROBATIONARY	GENERALIST EC-6
641039153	3/1/2014	3/1/2015		PROBATIONARY	BIL GEN SPANISH EC-6

If any of the above information is incorrect, please contact donotuse@kleinisd.net to make corrections.

8. The **Paycheck Stubs** screen shows your Payroll Check Information. It shows the Check Number, Check Date, Pay Type, Manual/Void/Adjustment, and Net Pay. The Check Number is a link that shows your actual Pay Stub for that pay period.

Funds WILL NOT be available at the banking institutions until paydays although you will be able to view the payroll voucher ahead of that date.

Payroll Check Information

Check Number	Check Date	Pay Type	Manual/Void/Adjustment	Net Pay
V1997996	10/20/2014	Direct Deposit		$1,398.05
V1991010	10/03/2014	Direct Deposit		$1,465.92
V1984216	09/19/2014	Direct Deposit		$1,464.84
V1977806	09/05/2014	Direct Deposit		$1,396.16
V1971570	08/20/2014	Direct Deposit		$939.28
V1965348	08/05/2014	Direct Deposit		$939.28
V1959084	07/18/2014	Direct Deposit		$939.28
V1952298	07/03/2014	Direct Deposit		$939.28
V1945443	06/20/2014	Direct Deposit		$939.28
V1936511	06/05/2014	Direct Deposit		$939.28
V1929586	05/20/2014	Direct Deposit		$939.28
V1922620	05/05/2014	Direct Deposit		$939.28
V1915681	04/17/2014	Direct Deposit		$916.32
V1908786	04/04/2014	Direct Deposit		$962.25
V1901862	03/20/2014	Direct Deposit		$1,162.25

Net Pay value for Direct Deposit checks shows the Net Pay before the direct deposit deduction(s).

Get ADOBE® READER®

Note: A PDF document viewer is required to view paychecks.

9. When you click on a **Check Number**'s Link, you can view the actual paycheck stub for that pay run. See a copy of a check stub below.

Funds WILL NOT be available at the banking institutions until paydays although you will be able to view the payroll voucher ahead of that date.

Payroll Check Information

Check Number	Check Date	Pay Type	Manual/Void/Adjustment	Net Pay
V1997996	10/20/2014	Direct Deposit		$1,398.05
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V1971570	08/20/2014	Direct Deposit		$939.28
V1965348	08/05/2014	Direct Deposit		$939.28
V1959084	07/18/2014	Direct Deposit		$939.28
V1952298	07/03/2014	Direct Deposit		$939.28
V1945443	06/20/2014	Direct Deposit		$939.28
V1936511	06/05/2014	Direct Deposit		$939.28
V1929586	05/20/2014	Direct Deposit		$939.28
V1922620	05/05/2014	Direct Deposit		$939.28
V1915681	04/17/2014	Direct Deposit		$916.32
V1908786	04/04/2014	Direct Deposit		$962.25
V1901862	03/20/2014	Direct Deposit		$1,162.25

Net Pay value for Direct Deposit checks shows the Net Pay before the direct deposit deduction(s).

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Note: A PDF document viewer is required to view paychecks.

KLEIN INDEPENDENT SCHOOL DISTRICT
7200 SPRING CYPRESS ROAD
KLEIN, TX 77379-3299

CHECK DATE 3/20/2014 CHECK NO. V1901862

PAY **********VOID CHECK********** AMOUNT **********

Copy Copy

TO THE ORDER OF
SHELLY SHEDAISY
99 GLADIOLA WAY
HOUSTON, TX
77069

CREATED BY EMPLOYEE ACCESS CENTER
Statement of Earnings and Deductions

Location	Employee No.	Period Ending	Check No.	Check Date
118	39971	3/20/2014	V1901862	3/20/2014

Earnings: Description	Hours	Rate	Current	Year to Date
SALARY-MEDICA				1,000.00
Totals	0.00			

Employee Deductions: Description	Current	Year to Date
MEDICARE		
FED TAX		
6.70% TRS		
.65% TRS		
TRS ENTITY		
DIRECT DEP		
Totals		

Employer Contributions	Current	Year to Date

Leave	Earned	Taken	End Balance
LOCAL LEV	0.00	0.00	0.00
STATE LEV	0.00	0.00	0.00
PERS.LEV	1.50	0.00	1.50
DOCK DAY	0.00	0.00	0.00

Direct Deposit Information

Net Pay

SHELLY SHEDAISY

Tax Information

	Fed	State
MARITAL STATUS	SF	
EXEMPTIONS	0	0

Notes:

10. The **<u>Salary Confirmation</u>** screen shows your Salary and Benefit Information for the current year.

KLEIN ISD
FUTURE READY

Employee Access Center
SHELLY SHEDAISY

<< Hide

HOME | HELP | UPDATE ACCOUNT | LOGOUT

Employee Tasks:
Employee Information
Additional Information
Paycheck Stubs
Salary Confirmation
Calendar and Leave
Electronic W2s
Tax Information
Paycheck Deductions
"What If" Calculator

Salary and Benefit Information

Information is accurate as of last payroll calculation. Does not include supplemental pay.

For those employees on the Teacher, Librarian, Nurse (RN) and Speech Pathologist salary schedule, your pay family will be denoted with a TS.
The number to follow dictates your highest level of education incentive:
TS 07 = Bachelors | TS 08 = Masters | TS 09 = Doctorate

Salary Statement:

Empl # 39971 **Location** 118 EILAND ELEMENTARY **Pay Grade** TS 07 **Yrs Exp** 2.0 **Campus** 118 **Days** 187.00 **FTE** 1.000000

Job Class	Position	Rate	Annual Salary
TEACHER 187 DAY - WC1(Primary)	TST018GF0008		
STIPENDS			
STIPENDS #2-187			

Total Salary:
Paid Fiscal Year To Date:

Benefits Statement:

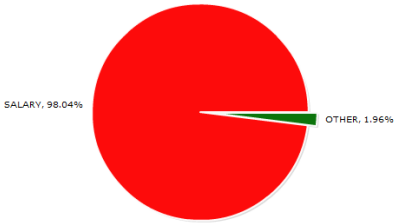
Deduction	Employer Paid Annual	Employer Fiscal Year To Date	Employee Fiscal Year To Date
TRS 6.70%			
TRS .65%			
FLEXIBLE SPENDING ACCOUNT			
AETNA-BASIC LIFE			
HD ACT-CARE-1 EO 24 PAY B			
TERM LIFE EMP 24 AETNA			
403B RETIREMENT SAVINGS			
REGION IV ED. SVC. CENTER			
DIRECT DEP			
MEDICARE			

Total Benefit Cost:	
Total Employee Compensation:	
Benefits as a Percentage of Earnings:	2.00%
Benefits as a Percentage of Total Employee Compensation:	1.96%

The Salary and benefits information on this page has been confirmed correct as of:

9/12/2014 11:38 AM

Salary and Benefits Pie Chart (Percentages are based on Total Employee Compensation. NOTE: a percentage less than 0.02 will be accumulated in OTHER)



Remove Menu for Printing

Get ADOBE® FLASH® PLAYER

Note: Adobe Flash is required to view your earnings Pie Chart.

11. The **Calendar and Leave** screen shows the School Year Calendar and the Leave Banks.

Leave is accurate to last payrun.

Leave Calendar

Leave Banks

August 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

WORK DAY
NON WORK DAY
HOLIDAY
WEEKEND DAY

12. **Leave Banks** is a link that toggles you between the Calendar and the Leave Banks.

Leave is accurate to last attendance posting.

All 5 State Personal Days have been added to your State Personal Leave Bank

No more Sate Personal Days will be added this school year.

Leave Banks

Leave Calendar

Code - Title	Unit of Leave	Taken YTD	Earned YTD	Balance	Show Leave Detail
100 - SICK LEAVE LOCAL TO 200	Days	0.0000	1.0000	1.0000	
200 - SICK LEAVE STATE	Days	0.0000	0.0000	0.0000	
300 - STATE PERSONAL LEAVE	Days	0.0000	5.0000	6.5000	
600 - UNEXCUSED ABSENCES	Days	0.0000	0.0000	0.0000	

13. The **Tax Information** screen give you the opportunity to see what you have selected on your Federal W-4. You also have to ability to update the information, if needed. Just click on the update screen.

By making changes to your tax information here, you agree with the following:

Under penalties of perjury,
I certify that I am entitled to the number of withholding allowances claimed on this certificate or I am entitled to claim exempt status.

Tax Information

Printed W2 :

Federal

Exempt:	N - Not Exempt	**No. of Exemptions:**	0
Filing Status:	SF	**Additional Withholding:**	0.00

To modify your W4 filing status, select the "Update" button.

Instructions:

Questions may be directed to payroll@kleinisd.net

IRS W4 Form

Update

14. Click on the **Update** button, and you can make changes to any of your information that is inside a rectangle. After you make the changes, type in the effective date and click the **Save** button. If you click on update again, you will see the message, until Payroll has approved the changes.

By making changes to your tax information here, you agree with the following:

Under penalties of perjury,
I certify that I am entitled to the number of withholding allowances claimed on this certificate or I am entitled to claim exempt status.

Tax Information

Printed W2 : N - W2 in Employee Access Center

Federal

Exempt:	N - Not Exempt	**No. of Exemptions:**	0
Filing Status:	SINGLE	**Additional Withholding:**	0.00

To modify your W4 filing status, select the "Update" button.

Instructions:

Questions may be directed to payroll@kleinisd.net

IRS W4 Form

Effective Date:

Save Cancel

(Updates made to the information above will be pending completion by the Human Resources Department except for changes to the Printed W2 field which is updated immediately.)

15. **Paycheck Deductions** takes you to your Deductions and Benefits Information screen. Each Deduction Title is a link with more information.

Deductions and Benefits Information

You can make changes only to certain deductions or benefits throughout the year.

Deduction Title	Status	Employee Paid	Employee YTD	Employer Paid	Employer YTD
TRS 6.70%	Active	6.70%	$1,645.13	$0.00	$0.00
TRS .65%	Active	0.65%	$164.32	0.55%	$139.02
FLEXIBLE SPENDING ACCOUNT	Active	$0.00	$0.00	$0.00	$300.00
AETNA-BASIC LIFE	Active	$0.00	$0.00	$0.35	$4.90
HD ACT-CARE-1 EO 24 PAY B	Active	$17.50	$245.00	$145.00	$2,030.00
TERM LIFE EMP 24 AETNA	Active	$1.14	$13.16	$0.00	$0.00
403B RETIREMENT SAVINGS	Active	$210.00	$630.00	$0.00	$0.00
REGION IV ED. SVC. CENTER	Active	$200.00	$2,800.00	$0.00	$0.00
DIRECT DEP	Active	100.00%	$16,280.03	$0.00	$0.00

16. When you click on one of the Deduction Titles, the following screen comes up with more detailed information about that particular deduction.

Deduction Information

Code	02LA	**Title**	TERM LIFE EMP 24 AETNA
Status	Active	**Benefit Effective Date**	
Employee Paid	$1.14	**Employer Paid**	$0.00
Maximum Deduction		**Maximum Benefit**	

Cancel

Earning Information for This Deduction

	Current	Month	Quarter	Year	Fiscal	Inception
Employee	1.14	2.28	2.28	13.16	4.56	13.16
Employer	0.00	0.00	0.00	0.00	0.00	0.00
Salary	2,318.18	0.00	4,736.36	22,356.94	9,236.28	

17. The last screen is the **<u>"What if" Calculator</u>**. If you wanted to see what your semi-monthly gross amount would be if you received more money (ie, stipend for football), click on the **New Pay Line** button.

Important Note on "What If" Paycheck Calculator: The results of the "What If" Paycheck Calculator are designed to provide general guidance and estimates. It should not be relied upon to calculate exact taxes, payroll or other financial data. This calculation is not intended to provide tax or legal advice. You should refer to a professional advisor or accountant regarding any specific requirements or concerns.

"What If" Calculator

Pay Information

Pay Description	Hours/Days	Pay Rate	Amount
STIPENDS - BILINGUAL			166.67
STIPENDS #2-187 - GOOD2GRT			68.18
TEACHER 187 DAY - WC1 - SALARY			2,083.33
		TOTAL PAY:	2,318.18

New Pay Line

Taxes

Tax Authority	Exempt	Filing Status	# of Exemptions	Additional Withholding
Federal	N - Not Exempt	SINGLE	0	0.00

Next

18. In the Rectangles, add the **Pay Description**, **Hours/Days**, and **Pay Rate** (for that pay period). The software will then calculate what you would make with additional funds. Then, click on the **Next** button.

Pay Information

Pay Description	Hours/Days	Pay Rate	Amount
STIPENDS - BILINGUAL			166.67
STIPENDS #2-187 - GOOD2GRT			68.18
TEACHER 187 DAY - WC1 - SALARY			2,083.33
Football Stipend	5.0000	25.00000	125.00 ×
		TOTAL PAY:	2,443.18

New Pay Line

Taxes

Tax Authority	Exempt	Filing Status	# of Exemptions	Additional Withholding
Federal	N - Not Exempt	SINGLE	0	0.00

Next

19. Now, you can change deductions or add deductions to see how it would change your paycheck.

Deduction and Benefit Information

TOTAL PAY: $2,443.18

Deduction	Check Title	Deduction Percent	Deduction Amount	Benefit Percent	Benefit Amount	Include in Calculation?
TRS 6.70%	6.70% TRS	6.7000				☑
TRS .65%	.65% TRS	0.6500		0.5500		☑
FLEXIBLE SPENDING ACCOUNT	FLEX MED B		0.00		0.00	☑
AETNA-BASIC LIFE	BASICLIFEB				0.35	☑
HD ACT-CARE-1 EO 24 PAY B	HDTRS-1EOB		17.50		145.00	☑
TERM LIFE EMP 24 AETNA	TMLIFE E A		1.14			☑
403B RETIREMENT SAVINGS	403B PLAN		210.00			☑
REGION IV ED. SVC. CENTER	MISC. 2		200.00			☑
DIRECT DEPOSIT CHECKING %	DIRECT DEP	100.0000				☑

New Deduction

Previous Calculate

20. For example, you could add Whole Life Insurance to your deductions. Now click the **Calculate** button.

Deduction and Benefit Information

TOTAL PAY: $2,443.18

Deduction	Check Title	Deduction Percent	Deduction Amount	Benefit Percent	Benefit Amount	Include in Calculation?
TRS 6.70%	6.70% TRS	6.7000				☑
TRS .65%	.65% TRS	0.6500		0.5500		☑
FLEXIBLE SPENDING ACCOUNT	FLEX MED B		0.00		0.00	☑
AETNA-BASIC LIFE	BASICLIFEB				0.35	☑
HD ACT-CARE-1 EO 24 PAY B	HDTRS-1EOB		17.50		145.00	☑
TERM LIFE EMP 24 AETNA	TMLIFE E A		1.14			☑
403B RETIREMENT SAVINGS	403B PLAN		210.00			☑
REGION IV ED. SVC. CENTER	MISC. 2		200.00			☑
DIRECT DEPOSIT CHECKING %	DIRECT DEP	100.0000				☑
WHOLE LIFE EMP 24 UNUM	WHLIFE E A		50.00			☑

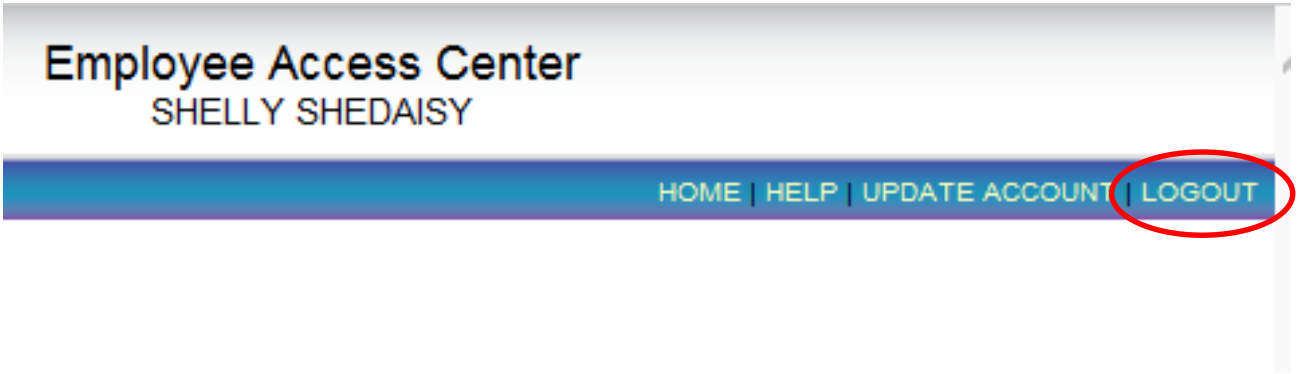
New Deduction

Previous Calculate

21. You can now see what the changes would be to your Gross semi-monthly pay, if changes were made. Changes you made have asterisks after the Title. You may **Print** this out or begin a **New Calculation**.

Your "What If" Calculator Results	
STIPENDS - BILINGUAL	166.67
STIPENDS #2-187 - GOOD2GRT	68.18
TEACHER 187 DAY - WC1 - SALARY	2,083.33
Football Stipend *	125.00
TOTAL GROSS EARNINGS	**$2,443.18**
FICA	0.00
MEDICARE	35.17
⊞ FEDERAL	316.90
6.70% TRS	163.69
.65% TRS	15.88
FLEX MED B	0.00
HDTRS-1EOB	17.50
TMLIFE E A	1.14
WHLIFE E A *	50.00
403B PLAN	210.00
MISC. 2	200.00
DIRECT DEP	1,432.90
TOTAL TAXES AND DEDUCTIONS	**$2,443.18**
NET PAY	**$1,432.90**

Generated on 11/6/2014

Previous | New Calculation | Print

22. When you have finished looking in the Employee Access Center, remember to click the **LOGOUT** button at the top right of the screen.