

# Welcome to Employee Access!

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

To access, please log in to

<https://tyler-alamogordopublicschoolsnm.okta.com/>

Your username and password will be your **email address** and **password** for the district.

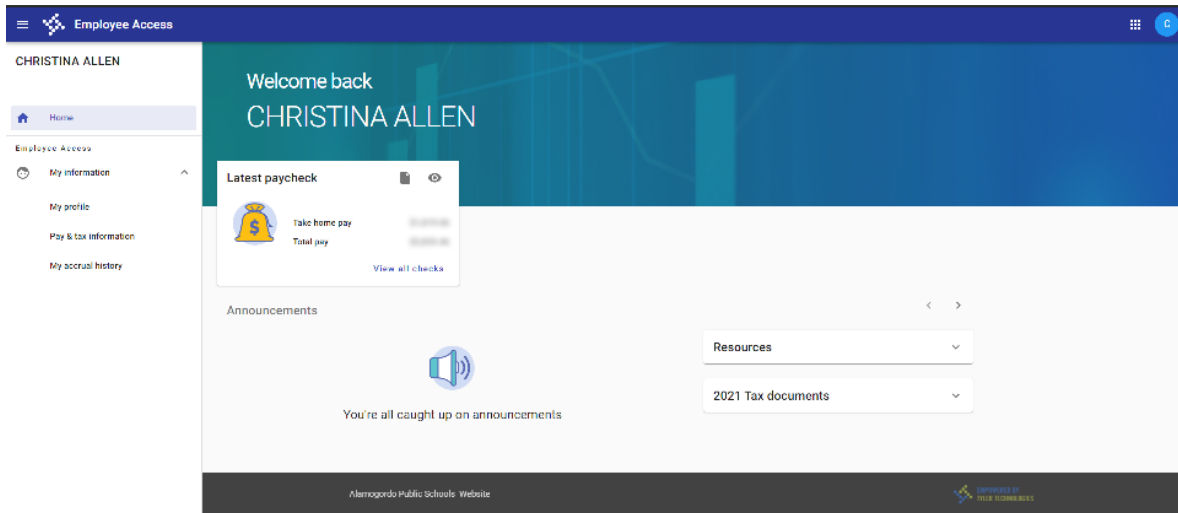
Note: The first time logging into this new site will require you to enter the following to confirm your identity:

- last four digits of your social security number,
- date of birth, and
- mailing zip code

## Employee Access Overview

### Home (Dashboard)

The dashboard provides at-a-glance information including District Announcements and links to important Resources.

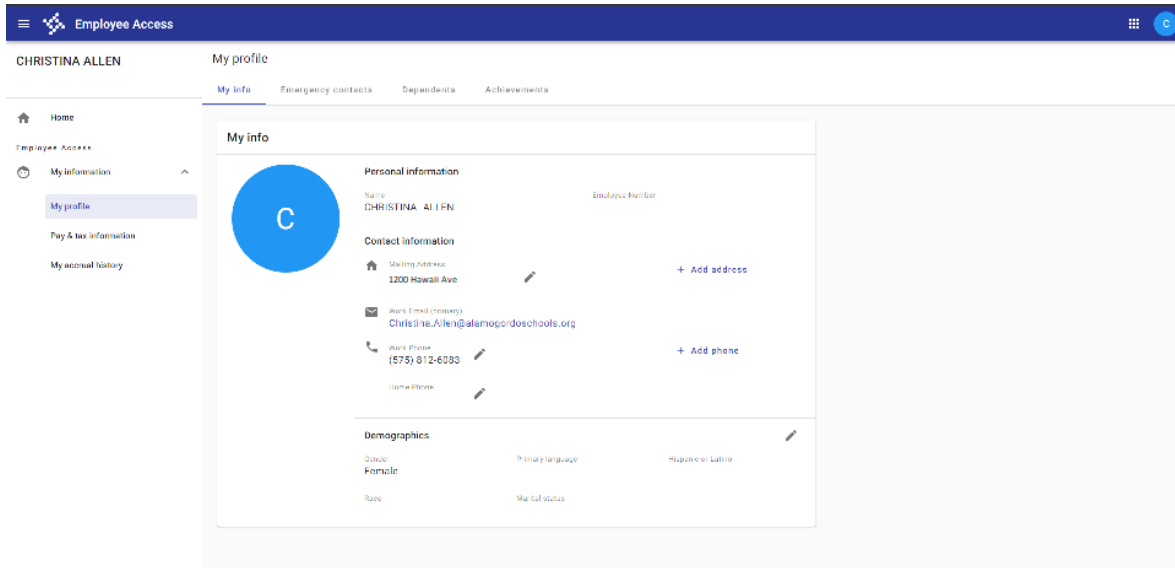


# Alamogordo Public Schools - Employee Access

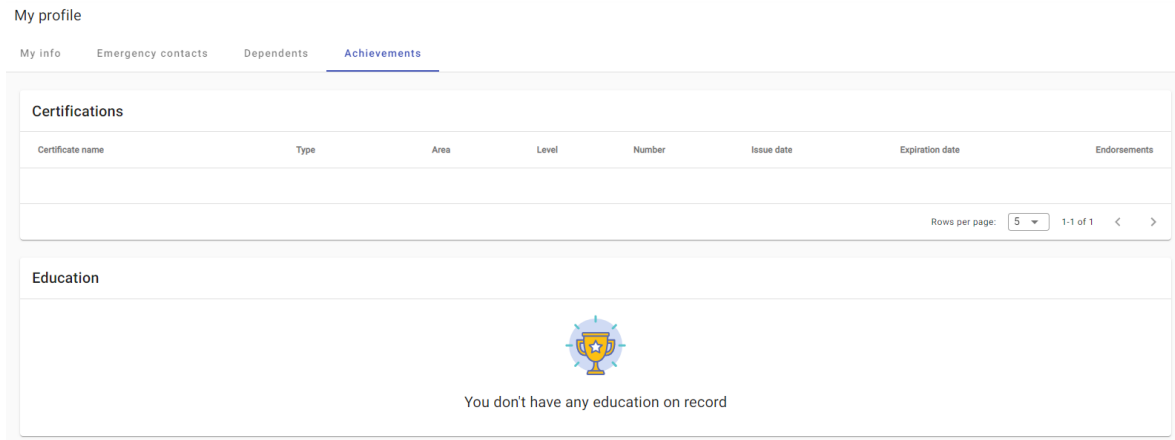
## My Profile

My Profile allows you to view and edit the contact information on file with the District. Update your demographic and personal information using the **pencil** icons on each corresponding section.

Note: Changes made are not immediate and must be reviewed by HR before being applied to your profile.



Update **Emergency Contacts**, **Dependents**, and view your **Certification** and **Education** history on file with the payroll system.



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## Pay & Tax Information

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, view, and update W4 information, access W2 documentation, and view your job information.

Additional tables also display calendar **Year To Date pay information** as well as **Compensation Statements**.

Paycheck	Total pay	Deduction	Retirement	Tax	Take home pay
April 3, 2020	\$1,650.00	-\$233.87	-\$122.10	-\$174.14	\$1,119.93

Bank	Account Type	Account Name	Routing Number	Account Number
Capital City Bank	Checking	Infiniti/Visions Credit Union	IV National Bank	Infiniti/Visions Credit Union

Item	Value
Federal Tax Withholding	Exemptions 2
State Income Tax	Married filing jointly
State Electd Percentage Rate	2.70%

Job Title	Rate	Start Date
Secretary	\$12.75 / hour	Visions High School Started July 1, 2016
Food Service Worker	\$15.50 / hour	Capital City Elementary School Started July 1, 2016

Document	Year
Voluntary Withholding Request for Arizona Resident Employed Outside of Arizona	2018
W2 for Tax Year	2016

## Paycheck Simulator

Click the **Simulate paycheck** link to view a salary calculator to run “What If?” deduction modifications.

[Simulate paycheck](#) [View paycheck](#)

Select an option from the drop-down menu to **Print Report** and update withholding options at a later time.

Exempt from: No Fed No Fica Print Report? No Local


Print a report

Print Report? No Yes - All reports Yes - Check on top Yes - Check in middle Yes - Check on bottom Yes - Earnings record No

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## Edit W4 Withholding

Select the Pop-Out icon within the **Pay & tax information** section to bring up the **Employee Withholding Resource Center** wizard.

W4  [Edit](#)

<b>Federal Income Tax</b> Allowances: 0 Exemptions: 0 Tax Status: Single or Married filing separately Is Exempt: No	<b>State Income Tax</b> Allowances: 0 Exemptions: 0 Tax Status: Single or Married filing separately Is Exempt: No
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## Employee Withholding Resource Center

Welcome!

The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain.

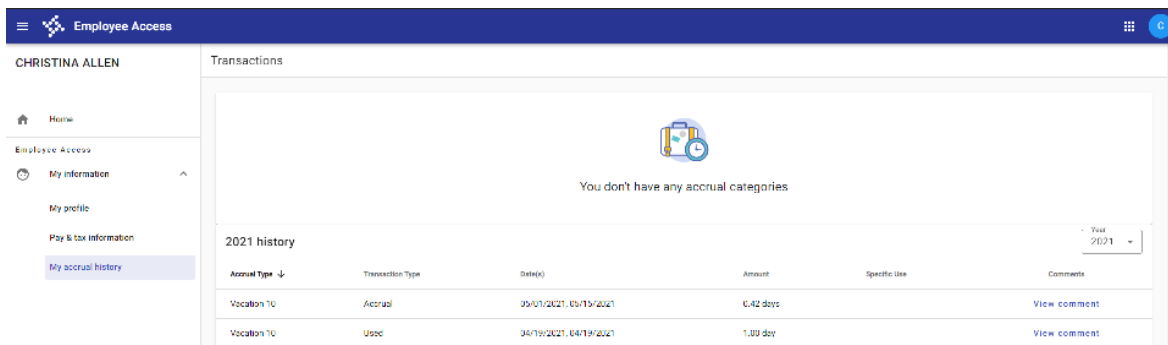
Submitted forms will be reviewed by your Human Resources Department and uploaded to Employee Documents in iVisions.

Tip: On the form submission page you may print your forms by using the browsers print function (Ctrl + P in Windows, Cmd Shift P in OSX) and selecting the Portrait layout.

[Guide me](#) [Let me choose](#) [✕ Sign out](#)

## My Accrual History

Accrual History gives you access to view all leave transactions by year. Choose the fiscal year in the drop-down at top right, and sort each column by **leave accrual type**, **transaction type**, **date(s)**, and **amount**.



Accrual Type ↓	Transaction Type	Date(s)	Amount	Specific Use	Comments
Vacation 10	Accrual	05/11/2021, 05/13/2021	0.42 days		<a href="#">View comment</a>
Vacation 10	Used	04/19/2021, 04/19/2021	1.00 day		<a href="#">View comment</a>

## Alamogordo Public Schools - Employee Access

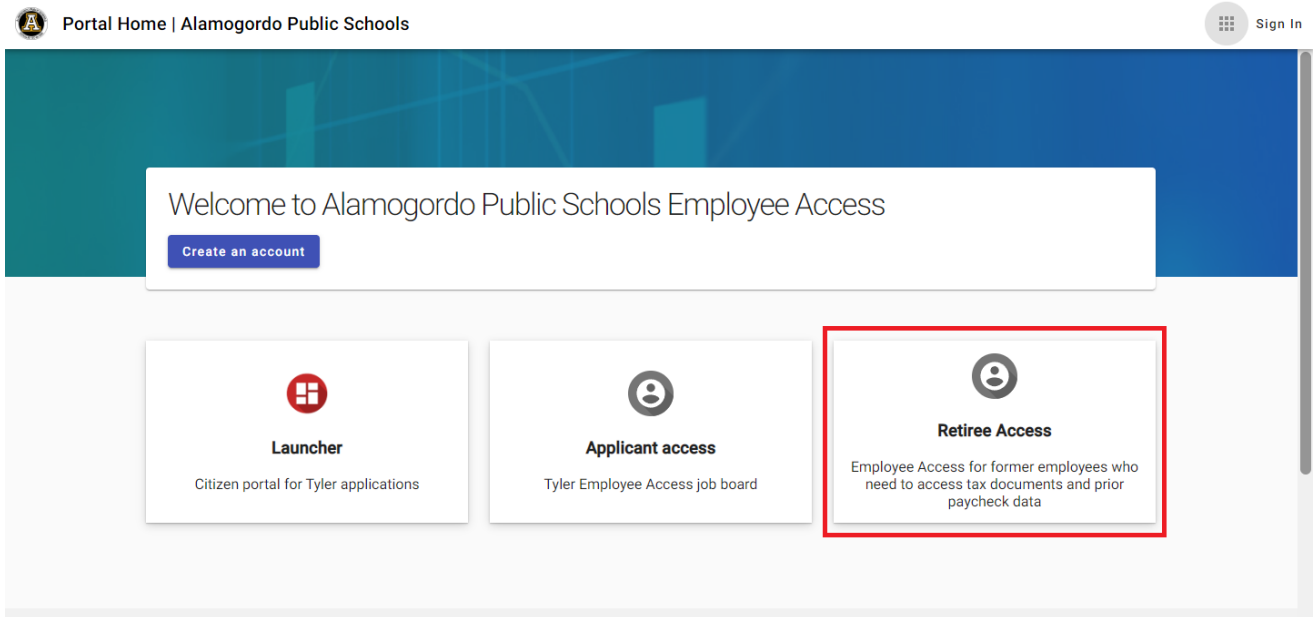
### Non-Network Users

Former employees needing to access Employee Access but who are no longer in the APS's third-party Authentication system will access the Retiree Access portal using the former employee's personal email address.

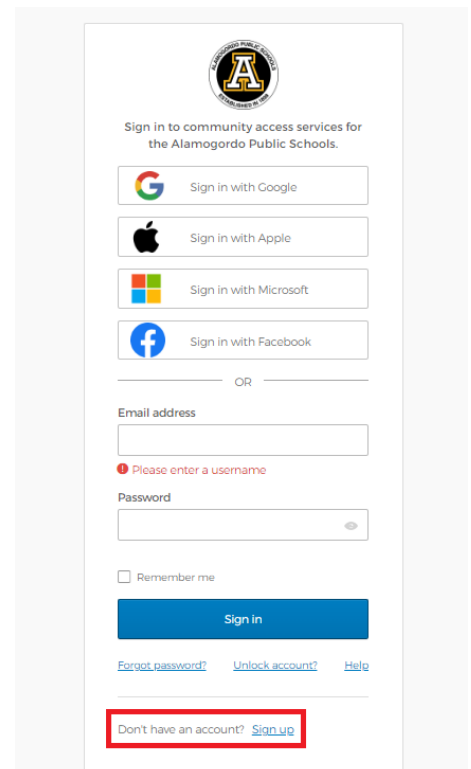
Select the URL below

<https://alamogordopublicschoolsnm.tylerportico.com/portal/launcher>

Former employee's will select Retiree Access to access tax documents and prior paycheck data.

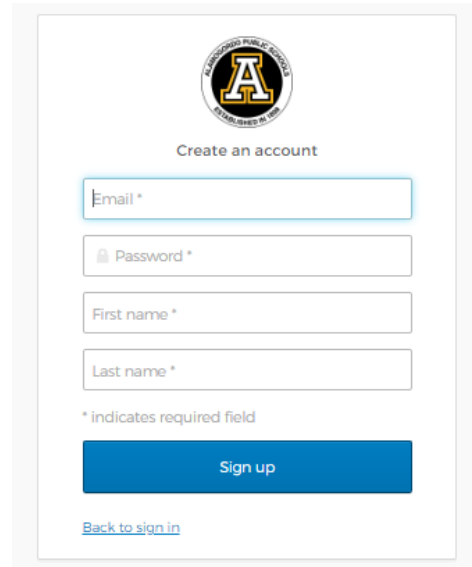


Former employee's will select **Sign up** to create a new account.



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The former employee will need to follow the steps to create an account

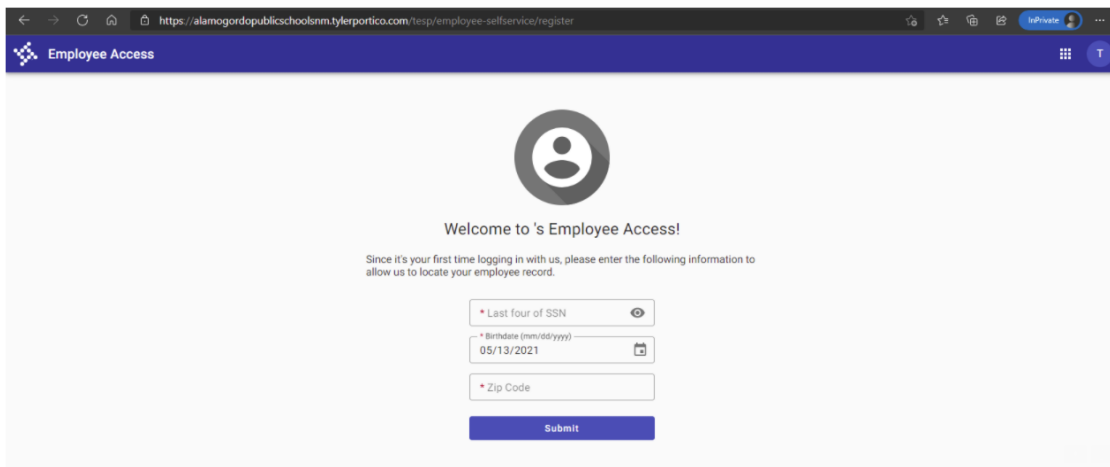


The screenshot shows a web form titled "Create an account" with the Alamogordo Public Schools logo at the top. The form includes the following fields:

- Email \*
- Password \*
- First name \*
- Last name \*

A note below the fields states: "\* indicates required field". At the bottom of the form is a blue "Sign up" button and a link that says "Back to sign in".

The former employee will be asked to enter qualifying information to re-connect their account.



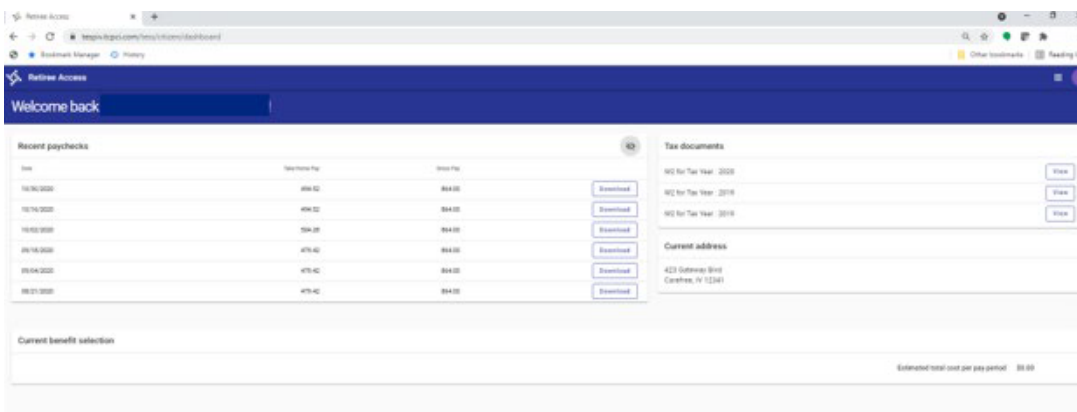
The screenshot shows a browser window with the URL <https://alamogordopublicschoolsnm.tylerportico.com/esp/employee-selfservice/register>. The page header says "Employee Access". The main content area features a "Welcome to 's Employee Access!" message and a note: "Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record." Below this are three input fields:

- \* Last four of SSN
- \* Birthdate (mm/dd/yyyy) with the value 05/13/2021
- \* Zip Code

A blue "Submit" button is located at the bottom of the form.

Once the former Employee successfully registers, they will see the following screen where they can view:

- Recent paychecks
- Tax documents
- Current address information



The screenshot shows the "Return Access" dashboard with a "Welcome back" message. The dashboard is divided into three main sections:

- Recent paychecks:** A table with columns for Date, Amount, and Gross Pay. Each row has a "Download" button.
- Tax documents:** A list of tax documents for the years 2018, 2019, and 2020, each with a "View" button.
- Current address:** A section displaying the current address: 423 Gateway Blvd, Carlsbad, IN 12345.

At the bottom, there is a section for "Current benefit selection" and an "Estimated total cost per pay period" of \$0.00.