

# Employee First Access to ERP Portal

Please use the following “ERP” link to access the new portal: [ERP](#) . This link will bring you to the login page.

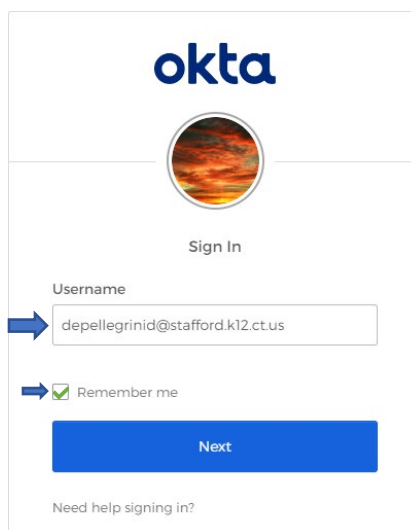
If the link does not work, copy and paste the address below into your browser.

<https://staffordpublicschoolsct.tylerportico.com/tesp/employee-selfservice/>

Please utilize the following steps/instructions to login and verify your account.

## Step 1. Username

Enter your username, which is your Stafford email address (example: [smithj@stafford.k12.ct.us](mailto:smithj@stafford.k12.ct.us)). Check off the “Remember me” box and then click next.



okta

Sign In

Username

depellegrinid@stafford.k12.ct.us

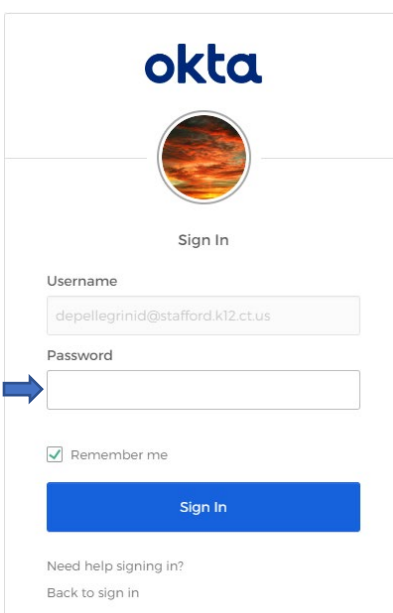
Remember me

Next

Need help signing in?

## Step 2. Password

Enter your password into the password field. **This is the password you would use to log into a district computer.** This is also the same password you would have already used to access the previous portal (if applicable). This is not the password you would use for a district Chromebook. If you do not know your password, or the password you are using is not working, you will need to contact IT (Internal: 61903, External: (860) 684-2218) to have it changed. Next, click the Sign in button.



okta

Sign In

Username

depellegrinid@stafford.k12.ct.us

Password

Remember me

Sign In

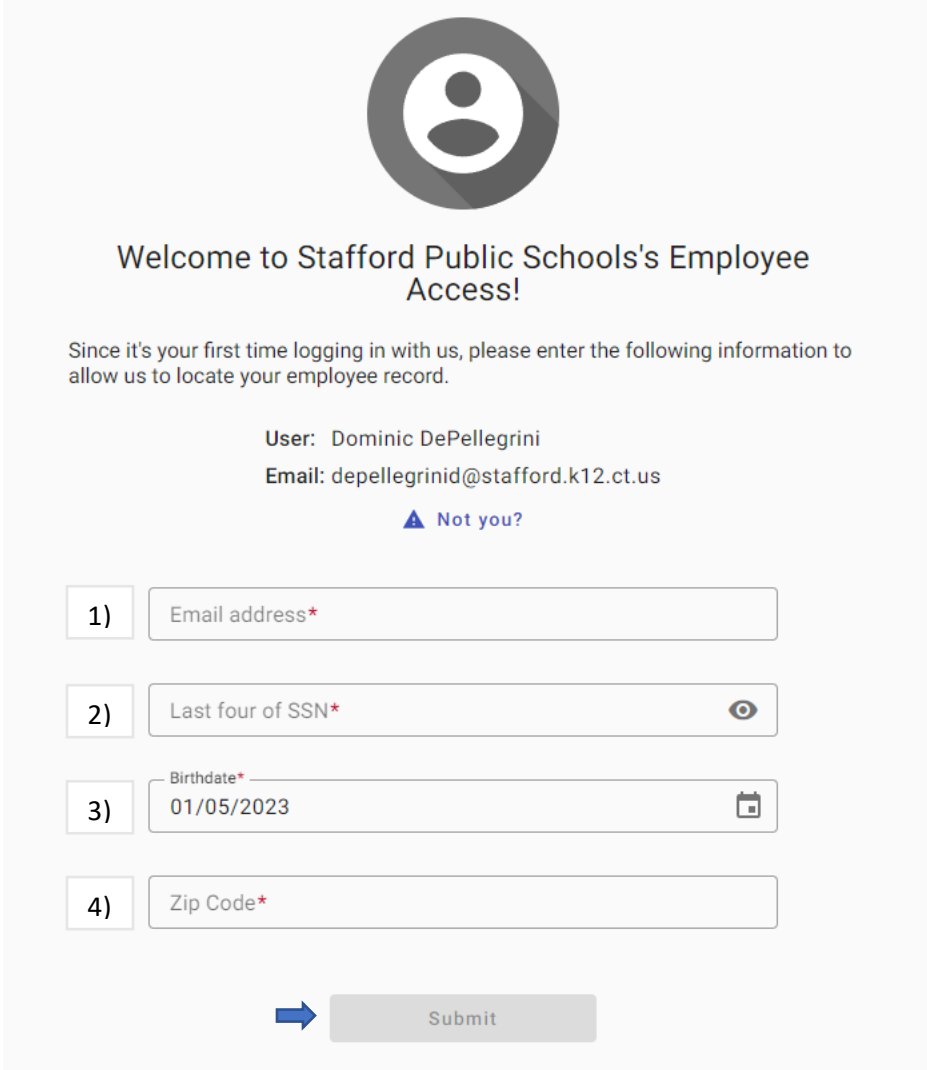
Need help signing in?

Back to sign in

### Step 3. User verification

Once you have typed in your username and password correctly, you will be brought to the user verification page. This page is used to make sure the username and IVEE account are for the correct person. There are four (4) pieces of data needed.

- 1) Email Address. Enter your Stafford email address. This will be the same email address used in Step 1 of these instructions (example: smithj@stafford.k12.ct.us).
- 2) Last four of SSN. Enter the last 4 of your social security number (example: 1234).
- 3) Birthdate. This is your date of birth. This can be typed or picked (example: 01/01/1986).
- 4) Zip code. This is your home address (example: 06076).



The form is titled "Welcome to Stafford Public Schools's Employee Access!" and includes a user profile icon at the top. Below the title, it asks for verification information. The user's name is "Dominic DePellegrini" and their email is "depellegrinid@stafford.k12.ct.us". There is a "Not you?" link with a warning triangle icon. The form contains four input fields: 1) "Email address\*" (empty), 2) "Last four of SSN\*" (empty with an eye icon), 3) "Birthdate\*" (filled with "01/05/2023" and a calendar icon), and 4) "Zip Code\*" (empty). A "Submit" button with a blue arrow icon is at the bottom.


**Welcome to Stafford Public Schools's Employee Access!**


Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record.

User: Dominic DePellegrini  
Email: depellegrinid@stafford.k12.ct.us


[⚠ Not you?](#)

1)

2)  

3)   01/05/2023

4)



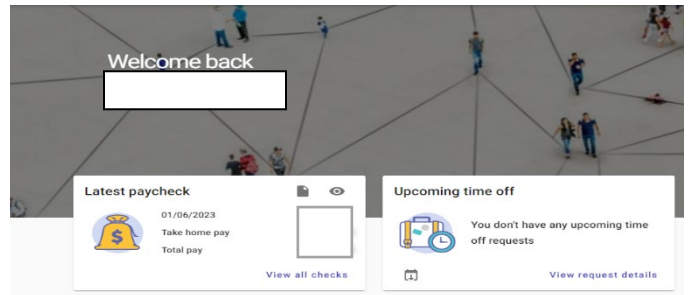
Click the submit button when finished.

## Step 4. Navigating Employee Self Service Portal

Once the “Welcome! We’re building your experience...” finishes, which could take a few seconds, you will be in the new portal. This is where you can request time off, view time off requests and balances, access pay stubs and tax information. A separate set of instructions is attached to cover the use of the new portal. Please note that union contracts, payroll forms, and other important documents are available under the “Resources” tab (you must click on “Resources” to expand the section). The link for iVisions under “Resources” is only used for purchase orders.

Welcome! We're building your experience...

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# Overview for Employees

Employee Access

# Welcome to Employee Access!

Employee Access, our new employee self service application, provides a more user-friendly interface and increased security to protect our employees—that’s you.

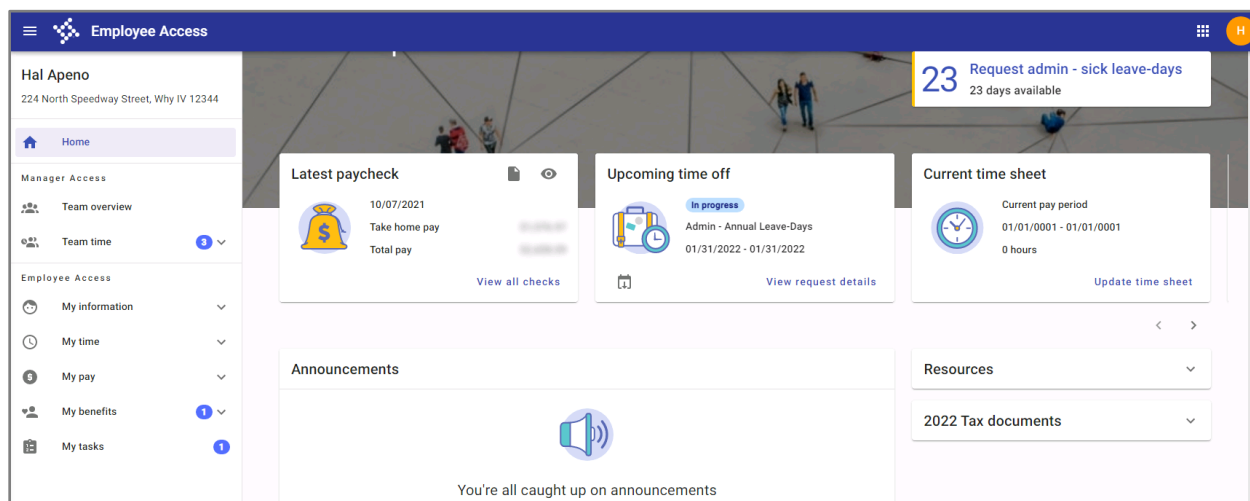
To access, please log in to [ERP](#). The username and password are the user’s email address and network password for the district.

On the first log in to the new site, users must enter the last 4 digits of their social security number, date of birth, and zip code to confirm their identity.

## Employee Access Overview

### My Dashboard

Use the Home Page to view at-a-glance information, including District Announcements and links to important Resources.



Home Page



# My information

Review personal contact information on file with the District in the Employee Profile window. If applicable, users can edit personal information from here. Use the additional tabs to add and maintain Emergency Contact Information and Dependents, as well as view Education and Certification information.

The screenshot shows the 'Employee Access' interface. The top navigation bar includes a menu icon and the text 'Employee Access'. Below this, the user's name 'Hal Apeno' and address '224 North Speedway Street, Why IV 12344' are displayed. A sidebar on the left contains navigation options: Home, Manager Access (Team overview, Team time), and Employee Access (My information, Profile, My time, My pay, My benefits, My tasks). The main content area is titled 'Profile' and has tabs for 'My info', 'Emergency contacts', 'Dependents', and 'Achievements'. The 'My info' tab is active, showing a profile picture of Hal Apeno and sections for 'Personal information' (Name: Hal Apeno, Employee number: AP88828), 'Contact information' (Mailing Address, Street Address, Work Email, Work Phone, Cell Phone, Home Phone), and 'Demographics' (Gender: Male, Primary language: English, Hispanic or Latino: No). Each contact field includes an edit icon and an 'Add' button.

Profile page



## Pay & tax information

The Pay & tax information page provides an expandable visual representation of the user's paycheck, a Paycheck Simulator, and PDF copies of pay stubs. Please note that when trying to print your paystub, the system will prompt you to input a password. **This password is the last four (4) digits of your social security number.**

Use the Pay & tax information page to view and/or edit any direct deposit information on file, view and/or update W4 information, access W2 documentation, and view job information.

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

The screenshot displays the 'Employee Access' interface for 'Hal Apeno'. The main section is 'Pay & tax information', which includes a 'Recent paychecks' pie chart and a table for the paycheck dated October 7, 2021. The pie chart shows the breakdown of the paycheck into Take home pay (blue), Tax (orange), Deduction (purple), and Retirement (red). The table lists the following amounts: Total pay (\$2,428.09), Deduction (-\$210.21), Retirement (-\$179.68), Tax (-\$461.23), and Take home pay (\$1,576.97). Below the pie chart, there are buttons for 'Paycheck history', 'Simulate paycheck', and 'View paycheck'. Other sections include 'Direct deposit' (Visions State Bank), 'W4' (Federal Tax Withholding and IV State Income Tax), 'Current jobs' (Principal Elem), and 'Tax documents' (2022).

Pay & tax information page



# My Tasks

Use the My tasks page to approve contracts and tasks, add forms (if applicable), view completed tasks, and view documents associated with your employee record.

Title	Date added ↑	Actions
FY2021 Contract	03/31/2022	
FY2021 Contract	03/31/2022	
FY2021 Contract	03/05/2022	
I-9	04/29/2021	
Resume	04/29/2021	
W4 Tax Information	04/29/2021	
FLSA Document	04/29/2021	

Rows per page: 15 1-7 of 7 < >

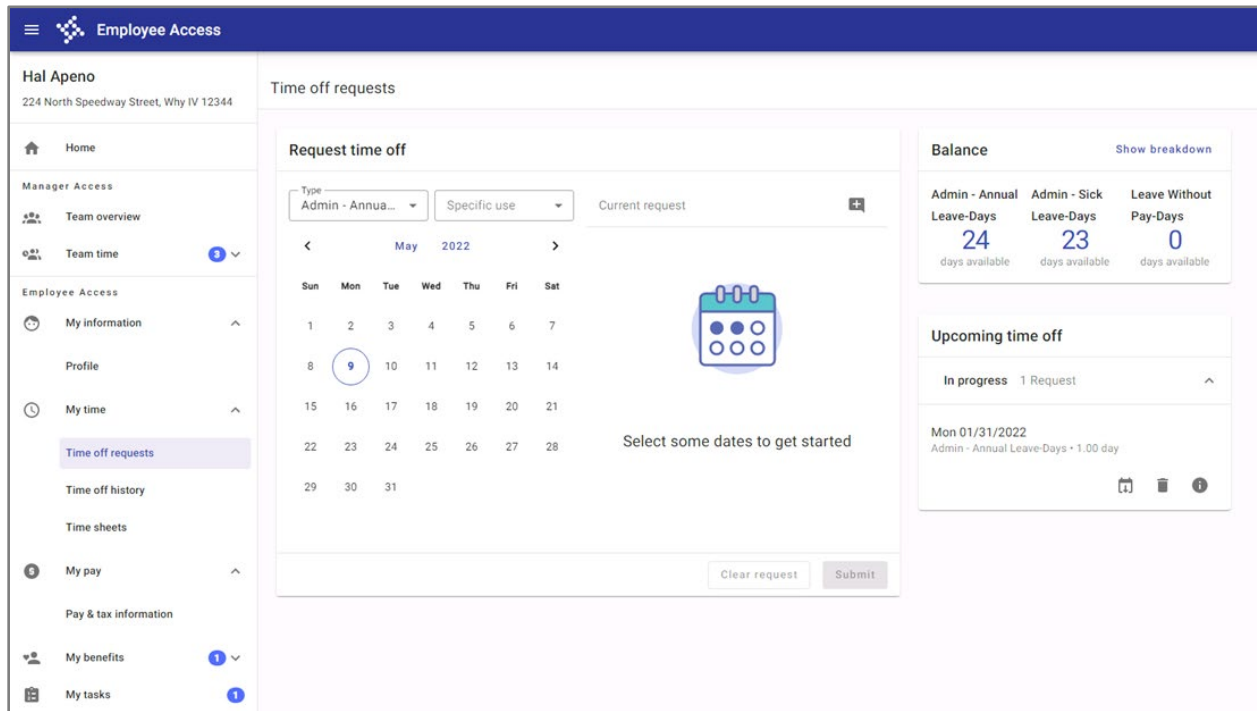
*My tasks page*





# My time

Use the Time off requests menu to request time off in the Requests window or view detailed transactions in the Transaction window.



## Time off requests page

Follow the instructions below to request time off:

1. Select the Leave Plan from the **Type** dropdown.
2. Select the reason from the **Specific Use** dropdown, if applicable.
3. Select the dates of the request using the calendar. As dates are selected, they populate to the right of the calendar.
4. Select the Edit icon next to the desired dates to adjust days or hours as needed.
5. To split a day between 2 separate Leave Plans, select the **Edit** icon and select Add Request to split the time.
6. Enter any desired information in the **Comments** field.
7. Click **Submit** to submit the request.



Please contact Support with any additional questions you may have at 1-800-775-5556.

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