



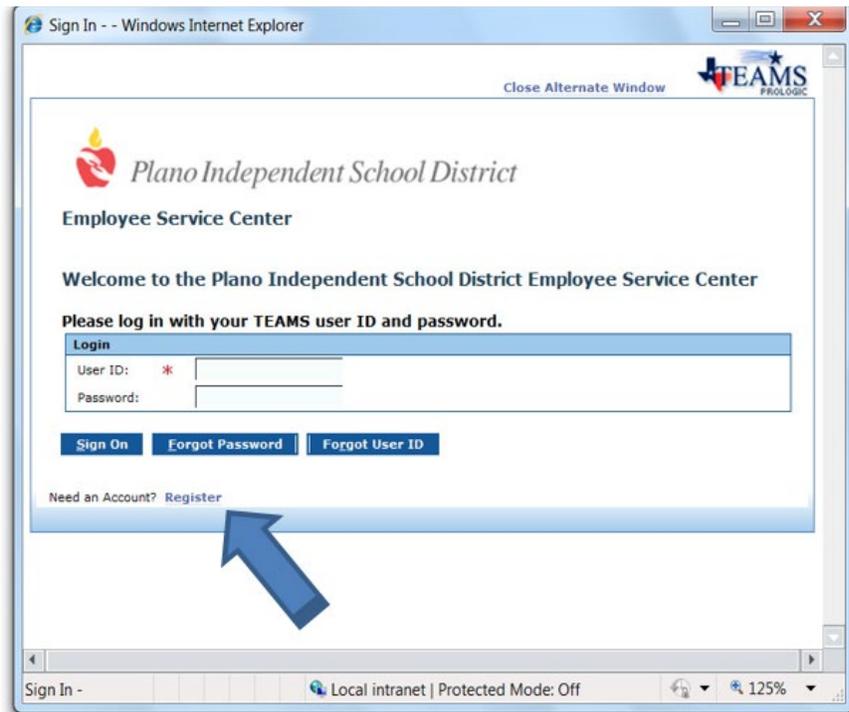
Employee Service Center

How to access your paycheck and personal
information

Employee Service Center

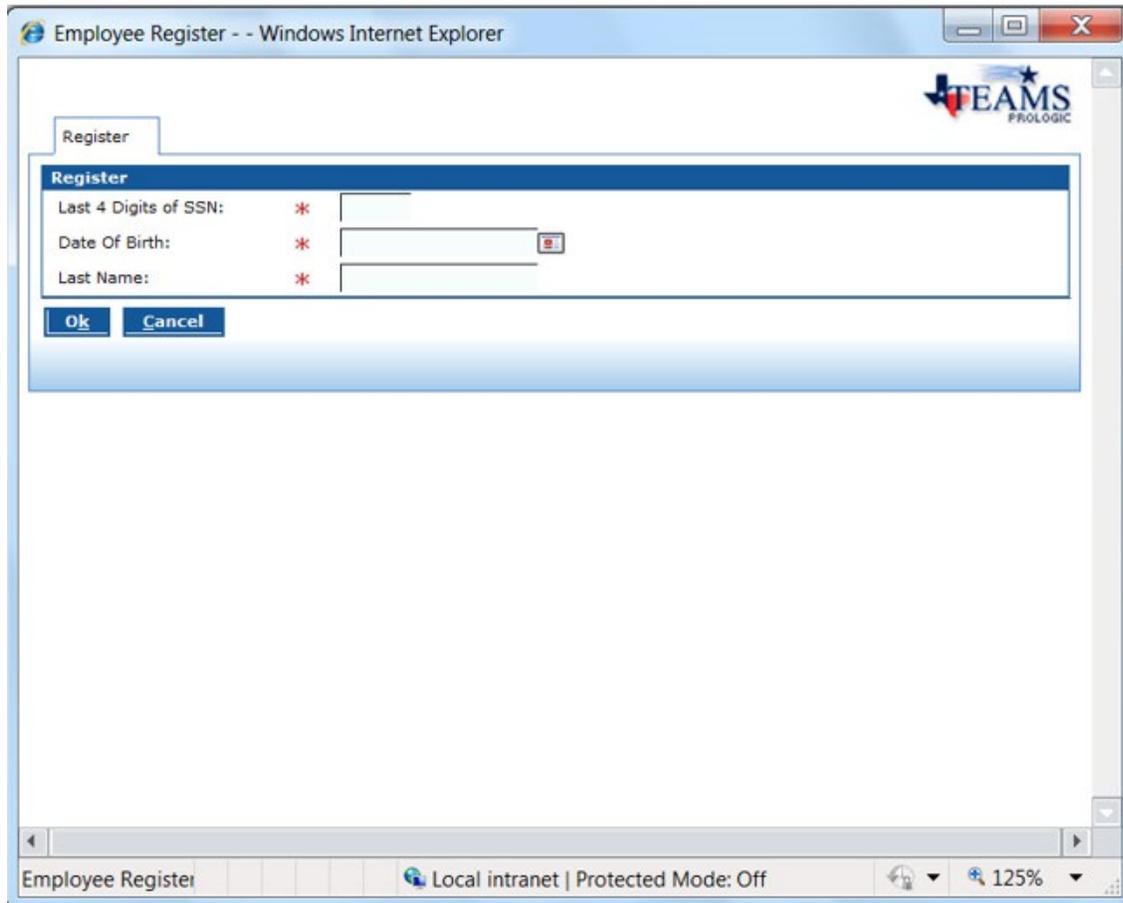
Go to your web browser and type in esc.pisd.edu

Click on 'Register' at the bottom of the page



Employee Service Center

Type in the information requested
(Last 4 Digits of SSN, Date of Birth, and Last Name)



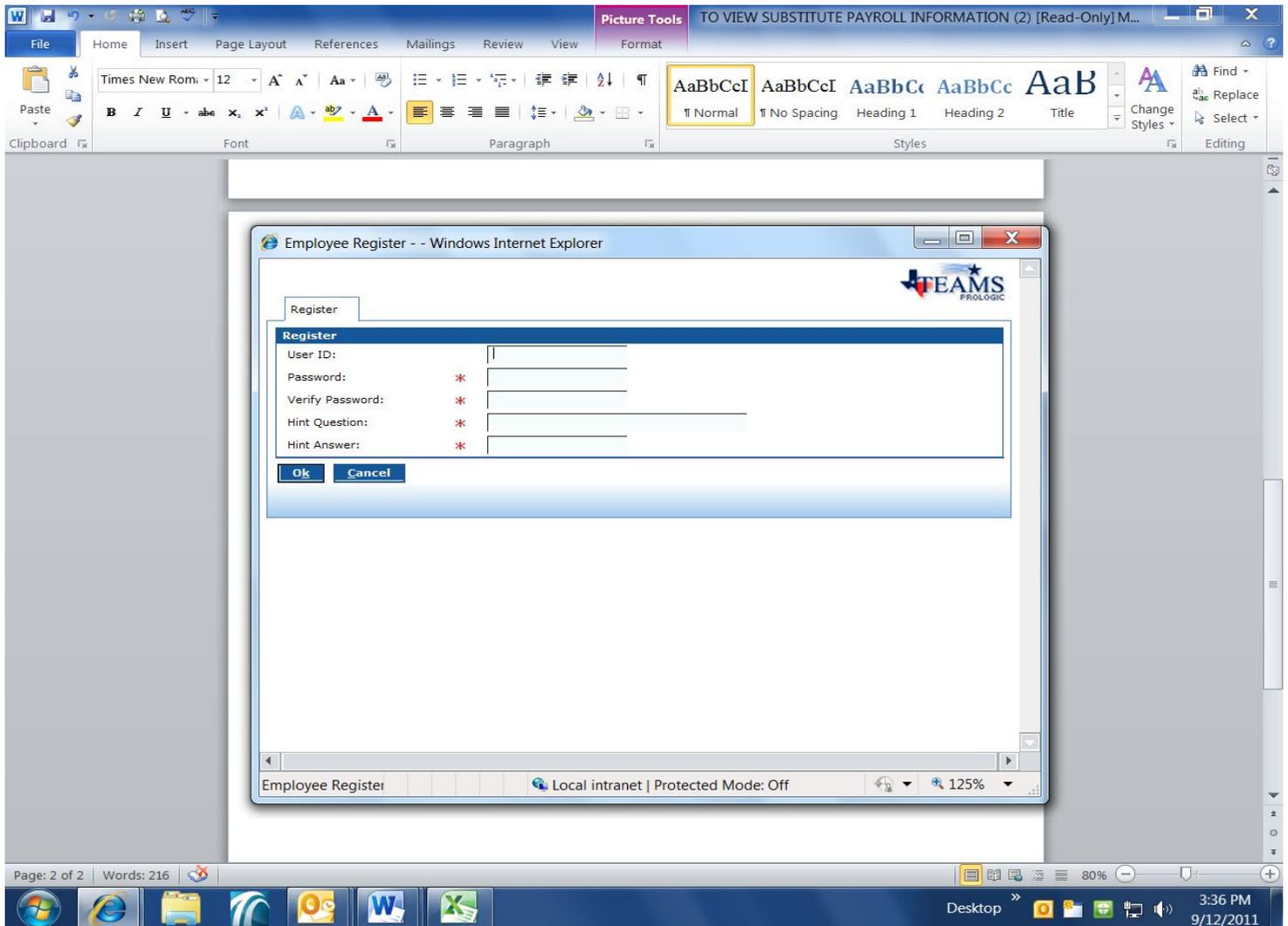
The screenshot shows a web browser window titled "Employee Register - - Windows Internet Explorer". The page features a logo for "TEAMS PROLOGIC" in the top right corner. A "Register" tab is active, and a registration form is displayed. The form has a blue header with the word "Register" and contains three input fields, each with a red asterisk indicating a required field:

- Last 4 Digits of SSN: *
- Date Of Birth: * (with a calendar icon)
- Last Name: *

Below the form are "Ok" and "Cancel" buttons. The browser's status bar at the bottom shows "Employee Register", "Local intranet | Protected Mode: Off", and a zoom level of "125%".

Employee Service Center

Create a new User ID and Password (*do not use your application or any past TEAMS User ID or Password*)



Employee Service Center

Login with newly created User ID and Password

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <https://oea.pisd.edu/servicecenter/>. The page content includes the following text:

This window was used to launch TEAMS. You can close it now or [re-launch TEAMS](#).

The certified browsers for TEAMS are Microsoft Internet Explorer, version 7 or version 8, Mozilla Firefox, version 3.5+, and Safari 5.0.3

The main content area features the TEAMS PROLOGIC logo in the top right corner and the Plano Independent School District logo on the left. The text reads:

Employee Service Center

Welcome to the Plano Independent School District Employee Service Center

Please log in with your TEAMS user ID and password.

Login

User ID: *

Password:

[Sign On](#) [Forgot Password](#) [Forgot User ID](#)

Need an Account? [Register](#)

The browser's status bar at the bottom indicates "Local intranet | Protected Mode: Off" and "125%". The Windows taskbar at the very bottom shows the system tray with the date and time: "1:53 PM 9/12/2011".

Employee Service Center

Choose My Paychecks to view pay information

The screenshot shows the Employee Service Center interface for Plano Independent School District. On the left, there is a navigation menu under the 'Information' tab. The menu items are: My Service Center Home, My Personal Information, My Leave Balances, My Absence Reporting, My Time Cards, My Employment Records, My Payroll Information, My Pay Information, My Paychecks (circled in blue with a blue arrow pointing to the main content area), My Supplemental Pay, My W-4, My W-2, My Documents, and LogOff. The main content area has a 'Welcome' header with the district logo and name. Below this, it says 'Employee Service Center' and 'Welcome to the Plano Independent School District Employee Service Center'. A paragraph of text explains that the module allows employees to view and print personal information, employment information, or payroll information. It provides instructions on how to access this information via the internet at <http://esc.pisd.edu> and how to update home address information at <http://inside.pisd/hr/records/EmployeeForms.shtml>. Below the text are sections for 'Instructions', 'Welcome', and a list of service links: My Personal Information, My Leave Balances, My Absence Reporting, My Time Cards, My Employment Records, My Payroll Information, and My Documents, each with a brief description of the service.

Employee Service Center

NOTE: Please note your employee ID number in the top left corner. This number will be used as your unique identification number. You will need it to sign in for any assignment and for all documentation associated with Plano ISD.

To view your paycheck:
Double click the line item you wish to view



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The screenshot shows the 'Employee Service Center' interface in a Windows Internet Explorer browser window. The page title is 'MyCheck - - Windows Internet Explorer'. The browser address bar shows 'Close Alternate Window' and the 'TEAMS PROLOGIC' logo. The main content area is titled 'Employee PayChecks' and features a table with the following columns: Check Number, Check Status, Run ID, Pay Check Date, Pay Period End Date, Gross Pay, and Net Pay. The table contains one row with the following data: Check Number (blank), Check Status (Issued), Run ID (1126), Pay Check Date (09-02-2011), Pay Period End Date (08-20-2011), Gross Pay (\$148.00), and Net Pay (\$132.93). Below the table, there is a 'View Pay Stubs' section with a 'Date Range' dropdown and search buttons for 'From Date', 'To Date', 'Search', 'Print Stubs', and 'Clear'. A note at the bottom states 'Note : No Special Instructions'.

Check Number	Check Status	Run ID	Pay Check Date	Pay Period End Date	Gross Pay	Net Pay
	Issued	1126	09-02-2011	08-20-2011	\$148.00	\$132.93

Employee Service Center

The paycheck displays: Job Number; Date of Job; Campus and employee for whom you substituted; Amount for each job; Deduction; Direct deposit information

The screenshot shows the 'Employee Paycheck View Details' page. Annotations with arrows point to the following elements:

- Job number:** Points to the 'Job number' field at the top of the page.
- Date of job:** Points to the 'Check Date' and 'Period End Date' fields.
- Campus and employee for whom you substituted:** Points to the 'Pay' section, which lists job details such as 'Librarian', 'ESL Teacher', and 'Vocational Teacher' along with their respective dates and locations.
- Amount for each job:** Points to the 'Current' column in the 'Pay' table, which shows the amount for each job.
- Deduction:** Points to the 'Deductions' section, which lists items like '457 FICA Alternative', 'Medicare Tax Withheld', and 'Federal Income Tax Withheld'.
- Direct deposit information:** Points to the 'NET CHECK' section, which shows the total amount and the 'TOTAL' amount.

Pay	Calendar	Current
Librarian	96.00	0.00
ESL Teacher	96.00	0.00
Vocational Teacher	288.00	96.00
296716 :: 03-27-2015(009 - Jasper High)Caitlin Bailey-Garafola		96.00
314848 :: 03-26-2015(007 - Shepton High)Elizabeth Forneris		48.00
303280 :: 03-26-2015(007 - Shepton High)Amy Brown		48.00
308176 :: 03-25-2015(007 - Shepton High)Janis Bates		96.00
Total Pay	4,080.00	384.00

Pre Tax	Subject To		
		306.00	28.80
	384.00	59.17	5.57
	355.20	76.92	0.00
Total Deductions		442.09	34.37

NET CHECK	
	349.63
TOTAL	349.63

Employee Service Center

To view your personal information, choose [My Personal Information](#)

Screenshot of Employee Service Center My Personal Information Tab. Displays personal demographics and personal contact information

Information

My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Employment Records

My Payroll Information

My Advance/Reimbursement

My Documents

LogOff

Personal Information Phone Numbers Emergency Contacts My Privacy Flags

Information

Name

Address

Home

PIN:

[Phone Numbers \(Click to Edit Phone Number\)](#)

Cell	(972) 569- 7289
Home	(214) 592- 4404
Work	(469) 752- 8219

Email Addresses

Why is this needed ?

Ethnicity (Choose only one)

Hispanic/Latino

Not Hispanic/Latino

Race (Choose one or more)

White

Asian

Black or African American

American Indian or Alaska Native

Native Hawaiian or Other Pacific Islander

Save **Reset**

Employee Service Center

To verify your certification information, Choose My Employment Records then select My Certification

ID:

Information Job Information Certifications

- My Service Center Home
- My Personal Information
- My Leave Balances
- My Absence Reporting
- My Time Cards
- My Employment Records
- My Job Information
- My Certification**
- My Employee Transfer Request
- My Contract
- My Payroll Information
- My Advance/Reimbursement
- My Documents
- LogOff

My Certifications

Area	Level	Type	Status	Expiration Date
All-Level Physical Education	1-8	PROVISIONAL	Current	12-27-2013

record count: 1 of 1

Note: Please contact the substitute office at substitute@pisd.edu if this information is not correct

NOTE:

The only tabs applicable to substitutes on this site are My Personal Information, My Payroll Information and My Employment Records.