

# Employee Service Center

Use the Employee Service Center module to access account information. The district determines which entry points employees can access. If your district allows, employees can also edit and submit information, such as personal information and transfer requests.

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# Selecting Modules in the Employee Service Center

Administrators can use the Employee Service Center Module Selection entry point to determine which modules are displayed for employees logged on to the TEAMS Employee Service Center.

1. Click the **Employee Service Center Module Selection** link to view the ESC Module Selection tab.

**List of modules available for Employee Service Center**

Module Name	Allow	Update	Employee Type
1095 Delivery Option	Y	Y	Both
Catastrophic Leave Participation	Y	Y	Employee
Employee Photo	Y	Y	Both
Employee Photo Consent	Y	Y	Employee
Employee Resignation	Y	Y	Both
Employee Transfer Request	Y	Y	Employee
Employee Website	Y	Y	Both
My 1095	Y	Y	Both
My Absence reporting	Y	Y	Both
My Address	Y	Y	Both
My Attachments	Y	Y	Employee
My Benefits	Y	Y	Employee
My Benefits Enrollment	Y	Y	Both
My Certifications	Y	Y	Both
My Contract	Y	Y	Employee
My Current Benefits	Y	Y	Employee
My Direct Deposit	Y	Y	Both

Row Count: 55

**Save**

Figure 1: ESC Module Selection tab

2. In the **Allow** column, choose whether or not the module can be accessed by employees. If you choose *N*, you cannot select *Y* in the Update or Approve columns.
3. In the **Update** column, choose whether or not employees can make changes to modules.
4. In the **Approve** column, choose whether or not the changes that employees make to modules can be submitted and approved before updating the database.
5. In the **Employee Type** column, choose to which type of employee the previous settings apply: *Substitute*, *Employee*, or *Both*.
6. Click the **Save** button. A message tells you that your changes were successfully saved.

## Configuring Text Appearing in ESC

Administrators can configure the text that appears in the ESC in the **District Text Configuration** entry point.

The following table shows the text variables administrators can use to add or modify text in specific areas of the ESC.

RFDS_DIST_TEXT_CFG_ID	RFDS_DIST_TEXT_CFG_VALUE
esc.absence.instructions	Instructions for My Absence Reporting screen
esc.absencereporting	Instructions in the Substitute Details section of Employee Absence Details
esc.certification.new	Instructions for adding a new certification on ESC Certification screen
esc.certification.notes	Instructions for ESC Certification screen
esc.certification.renew	Instructions for certification renewal on ESC Certification screen
esc.directDeposit.notes	Instructions for ESC Direct Deposit screen
esc.documents.assignment	Instructions for Job Assignment Documents
esc.documents.employee	My Employment Documents instructions
esc.educationdegrees.notes	Instructions for ESC Education and Degree screens
esc.ethnicity.note	Notes for Race and Ethnicity. This appears only if either race/ethnicity modules are allowed.
esc.generalInstructions	Instructions for all if no Role Type instructions are defined
esc.instructionByRole	Instructions by Role
esc.instructionByRoleType/Auxiliary	Instructions for Auxiliary
esc.instructionByRoleType/Clerical	Instructions for Clerical
esc.instructionByRoleType/Paraprofessional	Instructions for Paraprofessional
esc.instructionByRoleType/Professional or Administration	Instructions for Professional or Administration
esc.instructionByRoleType/Support	Instructions for Support
esc.instructionByRoleType/Teacher	Instructions for Teacher
esc.leave.instructions	Instructions for ESC Leave Balance screen
esc.miscinformation.notes	Instructions for the Misc Information tab under My Personal Information
esc.pay_stub.logo.name	Filename for district logo appearing on pay stubs
esc.paycheck.notes	Paycheck Location data explanation
esc.privacy.notes	Instructions for ESC Privacy screen
esc.separation.notes	Instructions on the Employee Resignation Notice screen, under Position Information table
esc.separationattachment.required	Instructions on the Employee Resignation Notice screen, under Attachments
esc.separationconfirmation.popup	Text on the pop-up window asking employee to confirm submission of resignation notice
esc.signon.notes	Instructions on ESC Sign-in screen
esc.timecard.notes	District adds instruction about My Time Card
esc.w4.notes	Instructions for ESC W4 screen
esc.website.notes	Instructions for Employee Website tab

## Using the Employee Service Center

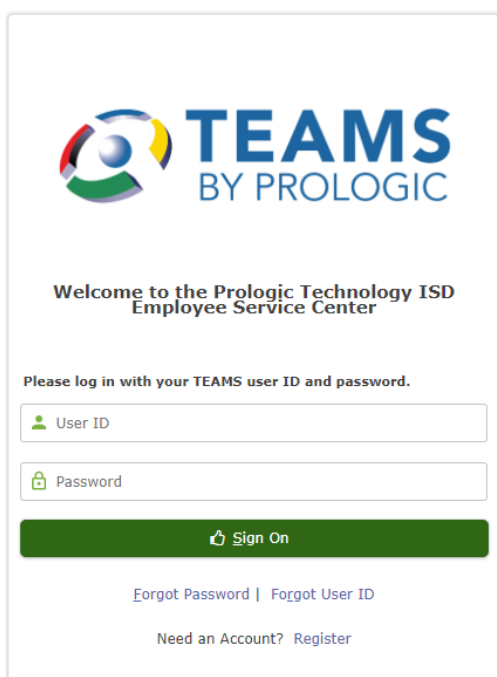
Employees can use the Employee Service Center Homepage to access and modify their account information.

Your district determines which entry points are accessible. If your district allows, employees can also edit and submit information, such as personal information and transfer requests.

### Accessing the Service Center Homepage

There are two ways to access Service Center Homepage. The first is by using an external link provided to the employee by the district. The second is from within TEAMS. Use the following instructions to access the Service Center Homepage from within TEAMS.

1. Click the **Employee Service Center** link to access the Employee Service Center sign-in screen.



The screenshot shows the sign-in interface for the Employee Service Center. At the top left is the TEAMS BY PROLOGIC logo, which consists of a stylized globe icon and the text 'TEAMS BY PROLOGIC'. Below the logo, the text reads 'Welcome to the Prologix Technology ISD Employee Service Center'. A prompt says 'Please log in with your TEAMS user ID and password.' There are two input fields: 'User ID' with a person icon and 'Password' with a lock icon. A green 'Sign On' button with a right-pointing arrow is below the fields. At the bottom, there are links for 'Forgot Password | Forgot User ID' and 'Need an Account? Register'.

*Figure 2: Employee Service Center sign-in screen*

2. Enter your **User ID** and **Password**, then click the **Sign On** button. The Service Center Homepage tab is displayed.

Welcome

TEAMS BY PROLOGIC

**My Service Center Home**

- My Personal Information
- My Security Questions
- My Leave Balances
- My Absence Reporting
- My Time Cards
- My Work Off Calendar
- My Employment Records
- My Pay Information
- My Payroll Information
- Catastrophic Leave Participation
- My Benefits Information
- My Mileage
- My Travel
- My Advance/Reimbursement
- My Documents
- Staff Directory
- LogOff

Welcome

**TEAMS BY PROLOGIC**

Employee Service Center

Welcome to the Prologic Technology ISD Employee Service Center

General Instructions:

Instructions for Professional or Administration

Welcome [Name] !

**My Personal Information**

Allows you to view your Personal Information.

Figure 3: My Service Center Home tab

## Overview of the Employee Service Center

You can use the navigation bar links to view and modify your employee information.



**Note:** This is a list of all the links that could be available at your district. Depending on how your district has configured TEAMS, some of these links may not be available to you.

Navigation bar link	Description and available tasks
My Service Center Home	Welcome page with links to commonly-used entry points in the ESC.
My Personal Information	Use these tabs to view and edit personal information. Not all personal information can be edited. <ul style="list-style-type: none"> <li>• <a href="#">Viewing and Editing Personal Information (page 10)</a></li> </ul>
My Security Questions	Use this entry point to view and modify the security questions you will be asked if you need to reset your password. <ul style="list-style-type: none"> <li>• <a href="#">Setting Your Security Question (page 10)</a></li> </ul>
My Leave Balances	Use these tabs to view leave balances with projected balances using approved time cards not processed by payroll. <ul style="list-style-type: none"> <li>• <a href="#">Viewing Your Leave Balance Information (page 10)</a></li> </ul>
My Absence Reporting	Clicking this link opens the entry point in a new window. Use these tabs to report absences, provide details about absences, and to specify favored substitutes. <ul style="list-style-type: none"> <li>• <a href="#">Reporting an Absence (page 10)</a></li> </ul>
My Time Cards	Clicking this link opens the entry point in a new window. Use this entry point to view time card information. <ul style="list-style-type: none"> <li>• <a href="#">Viewing Time Card Information (page 11)</a></li> </ul>
My Work Off Calendar	Use this entry point to add and edit off-calendar work activities. <ul style="list-style-type: none"> <li>• <a href="#">Adding Off-Calendar Work (page 12)</a></li> </ul>
My Employment Records	Use the My Employment Records tabs to access information about certifications, degrees, and transfer requests. <ul style="list-style-type: none"> <li>• <a href="#">Viewing Time Card Information (page 11)</a></li> <li>• <a href="#">Adding Off-Calendar Work (page 12)</a></li> <li>• <a href="#">Viewing Employment Records (page 12)</a></li> <li>• <a href="#">Requesting a Transfer (page 12)</a></li> <li>• <a href="#">Submitting a Resignation (page 12)</a></li> <li>• <a href="#">Viewing Your Contract (page 12)</a></li> </ul>
My Pay Information	Use this entry point to view general information about your pay, summarized by year. <ul style="list-style-type: none"> <li>• <a href="#">Viewing Your Pay Information (page 12)</a></li> </ul>
My Payroll Information	Use the My Payroll Information tabs to access information about individual paychecks, deductions, taxes, and direct deposits. <ul style="list-style-type: none"> <li>• <a href="#">Searching for and Viewing Paychecks (page 12)</a></li> <li>• <a href="#">Viewing Supplemental Pay (page 13)</a></li> </ul>



Navigation bar link	Description and available tasks
	<ul style="list-style-type: none"> <li>• <a href="#">Viewing Payroll Deductions (page 13)</a></li> <li>• <a href="#">Viewing Your W-4 Form (page 13)</a></li> <li>• <a href="#">Submitting a New W-4 Form (page 13)</a></li> <li>• <a href="#">Estimating Your Taxes Based on a New W-4 Form (page 13)</a></li> <li>• <a href="#">Viewing and Printing Your W-2 Form (page 14)</a></li> <li>• <a href="#">Changing the Delivery Type of Your 1095-MISC Form (page 14)</a></li> <li>• <a href="#">Viewing and Changing Your Direct Deposit Options (page 14)</a></li> <li>• <a href="#">Viewing Your Paycheck Location (page 14)</a></li> </ul>
Catastrophic Leave Participation	<p>Use this entry point to set your participation or non-participation in your district's catastrophic leave bank plan.</p> <ul style="list-style-type: none"> <li>• <a href="#">Setting Your Catastrophic Leave Participation (page 14)</a></li> </ul>
My Benefits Information	<p>Use the My Benefits Information tabs to view information about your benefits packages, to add or edit qualifying events, and to view information about your leave bank.</p> <ul style="list-style-type: none"> <li>• <a href="#">Viewing Your Benefits (page 14)</a></li> <li>• <a href="#">Adding a Qualifying Event (page 14)</a></li> <li>• <a href="#">Viewing Your Leave Bank Status (page 15)</a></li> </ul>
My Mileage	<p>Use the My Mileage tabs to report and review mileage traveled for work, and to view the status of your mileage reimbursement requests.</p> <ul style="list-style-type: none"> <li>• <a href="#">Recording Mileage (page 15)</a></li> <li>• <a href="#">Viewing Your Mileage History (page 15)</a></li> </ul>
My Travel	<p>Use the My Travel tabs to submit and review your travel reimbursement requests.</p> <ul style="list-style-type: none"> <li>• <a href="#">Submitting a Travel Reimbursement Request (page 16)</a></li> <li>• <a href="#">Editing an Existing Travel Reimbursement Request (page 16)</a></li> <li>• <a href="#">Submitting an Expense Report (page 16)</a></li> <li>• <a href="#">Editing an Existing Expense Report (page 16)</a></li> <li>• <a href="#">Viewing Your Travel History (page 16)</a></li> </ul>
My Advance/Reimbursement	<p>Use this entry point to view advances and reimbursements made to you by the district.</p> <ul style="list-style-type: none"> <li>• <a href="#">Viewing Your Advances and Reimbursements (page 16)</a></li> </ul>
My Documents	<p>Use the My Documents tabs to view documents associated with your employment and your assignments at the district.</p> <ul style="list-style-type: none"> <li>• <a href="#">Viewing Your Employment Documents (page 16)</a></li> <li>• <a href="#">Viewing Your Job Assignment Documents (page 17)</a></li> </ul>
Staff Directory	<p>Clicking this link opens the entry point in a new window. Use this entry point to search for staff members at your district.</p> <ul style="list-style-type: none"> <li>• <a href="#">Searching the Staff Directory (page 17)</a></li> </ul>
Logout	<p>Click this link to log out of the ESC.</p>


## ESC Tasks

This section provides details on how to perform basic tasks in the Employee Service Center.

### Viewing and Editing Personal Information

1. On the Service Center Homepage, click the **My Personal Information** link on the navigation panel or in the Welcome panel to view the Personal Information tab.
2. On the Personal Information tab, you can click **Preferred Name** or **Addresses** to modify those fields, and you can select one **Ethnicity** and one or more **Race** categories. Click the **Save** button to save any changes you have made.



**Tip:** You can click the  icon next to a field to view more information about it.

3. You can enter contact info on the **Addresses**, **Phone Numbers**, **Email Addresses**, and **Emergency Contacts** tabs. On the Emergency Contacts tab, you can also set the **Priority** with which a person will be contacted in the event of an emergency, with **1** being the highest priority.

You can select the **Private** field on any contact information you enter to set it as private.

Additionally, you can use the **My Privacy Flags** tab to view and set the Private field for any and all contact information. Select **All Private** to automatically set all fields to Private. Click the **Reset** button to reset the Private fields to their original settings.

4. On the **Misc Information** tab, you can enter information about your **Drug Allergies**, **Physician**, and **Marital Status**.
5. On the **Employee Website** tab, you can enter links to your personal websites.
6. On the **Employee Photo Consent** tab, you can set whether to allow the district to display your photo in the Staff Directory.
7. Click the **Save** button on any tab to save the information you have entered there.

### Setting Your Security Question

1. On the Service Center Homepage, click the **My Security Questions** link on the navigation panel.
2. Select a **Security Question** and enter an **Answer** to the question.
3. Click the **Save** button to save your question and answer.

### Viewing Your Leave Balance Information


1. Click the **My Leave Balances** link on the navigation bar to view the Leave Balances tab.
2. Click the leave balance to select it, and click the **View Details** button to view the Leave Balance - Details tab.

### Reporting an Absence

1. Click the **My Absence Reporting** link in the navigation bar to view the Employee Absence tab in a new window.


The calendar shows the current month by default. If you will be absent on a day in a future month, use the small calendar on the left panel to navigate to the month in which you will be absent.

2. Click the **Work Day** link on the calendar day on which you will be absent to view the Details tab.

3. The **Start of Absence** field shows the date you clicked in the Employee Absence tab. You can enter another date as necessary.
4. If you are going to be absent for more than one day, enter the last day you will be absent in the **End of Absence** field.  
  
The **Hours** field is populated with the number of working hours you will be absent based on your selection. You can adjust this field as needed.
5. Select a **Reason**, and select whether **This is an FMLA absence**.
6. In the **Substitute Required** field, indicate whether a substitute is required to fill in for you when you are absent. If you select *No*, click the **Submit** button and skip the remaining steps in this list.  
  
If your role is not configured for substitutes, then the Substitute Details panel does not contain the items listed below. Click the **Submit** button and skip the remaining steps in this list.
7. Enter the **Sub Start Time**, **Sub End Time**, and **Lunch (in Minutes)**.
8. In the **Have you pre-arranged this substitute** field, indicate whether you want to notify a particular substitute that you will be absent. If you select *No*, click the **Submit** button and skip the remaining steps in this list.
9. To select a particular substitute to be notified before other substitutes about the opening, enter information into one of the following fields:
  - **My Favorites**. Select a substitute.
  - **Substitute ID**. Enter the substitute's name and identification number, or click the  icon to select one from the Employee Search tab.
10. Optional. To add an attachment to this absence record, click the **Attachment** button. In the Attachment Maintenance window, click the **Choose File** button and navigate to the file you want to attach. Click the **Save Attachment** button to attach the file to this absence record.
11. Click the **Submit** button to add the absence to the Details panel.

### Adding a Favored Substitute

If you are a teacher, you can use the Favored Substitutes tab to add and maintain a list of favored substitutes. This list populates the **My Favorites** field on the Absence Details tab when you report an absence, and you can select a substitute from your list in that field. Favored substitutes are contacted for jobs before other substitutes.

1. Click the **Favored Substitute** tab to bring it forward.
2. Enter the **Substitute ID**, or click the  icon to select one from [Employee Search](#).
3. Click the **Add** button to add the substitute you selected to the Favored Substitutes list.
4. If there are multiple substitutes in the Favored Substitutes list, use the **Move Up** and **Move Down** buttons to arrange the list in the order that you want them to appear in the My Favorites field.
5. Close the browser window to return to the Employee Service Center module.

### Viewing Time Card Information

1. Click the **My Time Cards** link in the navigation bar to view the Time Cards tab in a new window.
2. Enter the **Week Ending** date for a time card.
3. View the information on the tab. You can also **Approve** the time card, or add **Notes** or an **Attachment** to it.
4. Close the browser window to return to the Employee Service Center module.

## Adding Off-Calendar Work

1. Click the **My Work Off Calendar** link in the Information navigation bar to view the My Work Off Calendar screen.
2. Complete the fields on the tab, including the **Total Hours Worked** on the off-calendar activity.
3. Click the **Add** button.

## My Employment Records

Use the My Employment Records tabs to view records, request a transfer, or submit a resignation.

### Viewing Employment Records

Click the **My Employment Records** link in the navigation bar to show the My Employment Record links. Most of the links in this section go to tabs on which you can only view the records associated with your employment. The two exceptions are My Employee Transfer Request and My Employee Resignation.

### Requesting a Transfer

Click the **My Employee Transfer Request** link in the navigation bar to open the Create Employee Job Application/Transfer entry point in a new window.

See [Create Employee Job Application/Transfer \(page 1\)](#) for the steps to submit a transfer request.

### Submitting a Resignation

1. Click the **My Employee Resignation** link in the navigation bar to open the Employee Separation Notice entry point in a new window.
2. Enter your **Proposed Last Date of Work**, and select your **Separation Type** and **Separation Reason**.
3. Optional. You can change the address where your last check will be sent and change your phone number, if desired.
4. Optional. Click the **+** icon in the Attachment section to attach documents to your resignation submission.
5. Click the **Submit** button to submit your resignation.

### Viewing Your Contract

Click the **My Contract** link in the navigation bar to view the Contract Logon screen.

See [Contract Logon \(page 18\)](#) for the steps to view your contract.

### Viewing Your Pay Information

1. Click the **My Pay Information** link in the navigation bar to view the My Pay Information screen.
2. In the My Pay Summary table, you can click any of your assignments to view the pay details for that assignment.

## My Payroll Information

Use the My Payroll Information tabs to search for and view electronic pay stubs for live checks or direct deposits.

### Searching for and Viewing Paychecks

1. Click **My Payroll Information** to expand that section of the navigation bar.
2. Click the **My Paychecks** link to view the PayCheck tab.
3. To search for pay checks, use the **From Date** and **To Date** to enter a date range between which the pay stub was created.

4. Click the **Search** button to view the paychecks in the Employee PayChecks panel.
5. Click the pay check to select it and click the **View Pay Stubs** button (or just click the check number in the Check Number column) to view the Pay Check Detail tab for the selected pay check.
6. To view the stub, click the **Return to PayCheck** button.

### Viewing Supplemental Pay

Click the **My Supplemental Pay** link in the navigation bar to view the SupplementalPay tab.

On this tab, you can filter the checks that appear on the Employee Supplemental Pay table. Enter the **From Date** and **To Date** and click the **Search** button.

You can also view the check on which a particular item of supplemental pay occurs by clicking the check number in the Check Number column.

### Viewing Payroll Deductions

Click the **My Payroll Deductions** link in the information navigation bar to view the My Payroll Deductions screen. If desired, you can view your deductions as of a specified date by entering a date in the **As Of** field.

### Viewing Your W-4 Form

Click the **My Tax Withholding (W-4)** link to access the W-4 tab. View the information on the tab.

### Submitting a New W-4 Form

You can use the New W-4 Details section of the W-4 tab to submit a new W-4 form.

1. Select the **Payroll Check Start Date**.
2. Select your **Marital Status**, enter the number of **Allowances** you will claim, and enter any **Additional amount to be withheld from each Payroll Check**.
3. Select whether your payroll checks are **Exempt from Federal Withholding**.
4. Optional. You can click the **Click here to download** link to download a printable copy of the W-4 form and instructions.
5. Click the **Submit** button to view the Acknowledgment statement. If you want to submit your new W-4, click the **Submit** button. If you do not want to submit it, click the **Cancel** button.

You can also use the W-4 tab to edit an existing submitted W-4 form.

### Estimating Your Taxes Based on a New W-4 Form

You can use the Proposed W-4 tab to estimate your taxes based on changes you make to your W-4 form.



**Note:** *This screen is for estimation purposes only. It does not change any of the employee's data in TEAMS.*

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1. Click the **My Proposed W-4** link in the navigation bar to view the Proposed W-4 tab.
2. Select a **Pay Basis Check Date** on which to base your estimated taxes, then select **Tax Tables For Tax Year**.
3. Enter your proposed **Gross Pay**.
4. In the W4 Information section, enter the information for your hypothetical new W-4 form.
5. Click the **Recalculate** button to view the estimated Deduction Information and Benefit Information.

You can repeat these steps to view the effect of your choices on your taxes and benefits.

## Viewing and Printing your W-2 Form

1. Click the **My W-2** link in the navigation bar to view the W-2 tab.
2. Click the **W2 Print** button next to a year in the View My W2 section to open the PDF version of the W-2 form in a new window.

You can also change the delivery option of your W-2 form from *Electronic* to *Paper* or vice versa. Click the **Edit** button in the W2 Print Option section of the tab.

- If your current delivery type is Paper, then the electronic copy statement appears. Click the **Electronic copy** button to switch your delivery method to Electronic.
- If your current delivery type is Electronic, then the paper copy statement appears. Click the **I request a Paper copy** button to switch your delivery method to Paper.

## Changing the Delivery Type of Your 1095-MISC Form

1. Click the **My 1095** link in the information navigation bar to view the My 1095 tab.
2. Click the **Edit** button.
  - If your current delivery type is *Paper*, then the electronic copy statement appears. Click the **Electronic copy** button to switch your delivery method to *Electronic*.
  - If your current delivery type is *Electronic*, then the paper copy statement appears. Click the **I request a Paper copy** button to switch your delivery method to *Paper*.

## Viewing and Changing Your Direct Deposit Options

1. Click the **My Direct Deposit** link in the navigation bar to view the Direct Deposit screen.
2. Complete the fields in the Direct Deposit section and click the **Add** button to add a direct deposit option.

You can also edit an existing direct deposit option by clicking an option in the Direct Deposit table and clicking the **Edit** button. The details of the direct deposit will appear in the upper section of the screen. Edit the fields as needed, then click the **Save** button to save your changes.

## Viewing Your Paycheck Location

Click the **My Paycheck Location** link in the information navigation bar to view the PayCheck Location tab. You can only view the information on this tab; you cannot change it here.

## Setting Your Catastrophic Leave Participation

You can set your participation in the district's catastrophic leave program bank plan for the upcoming year. Click the **Catastrophic Leave Participation** link in the navigation bar. Set your participation by selecting Yes or No and clicking the **Save** button.

## My Benefits Information

Click the **My Benefits Information** link in the navigation bar to view the links related to your benefits.

## Viewing Your Benefits

Click the **My Benefits** link in the navigation bar to view the My Benefits screen. Click a package in the Benefits Package table, then click the **View** button to view details about the benefits in that package.

## Adding a Qualifying Event

1. Click the **My Qualifying Events** link in the navigation bar to view the Life Events screen.
2. Enter the **Qualifying/Life Event Date** and the **Requested Effective Date**.

3. Select the **Qualifying Event**, then enter an **Explanation** for the event.
4. Click the **Add** button to add the event to the Life Event table.

### Viewing Your Bank Leave Status

Click the **My Leave Bank Status** link in the navigation bar to view the status of your leave bank on the My Leave Bank Status screen.


### My Mileage

Click the **My Mileage** link in the navigation bar to view the links related to your mileage claims.

### Recording Mileage

Click the **Record Mileage** link to view the Create Mileage Reimbursement Request entry point. To create a request:

1. Select a **Year** and **Month** for the request.
2. Enter a **Departure Location**. If the location has been entered into the system previously, click the Departure Location field and start typing. A list of previously-entered locations will appear in a drop-down menu below the field. You can select one of the locations from the menu, and the Departure Address will be populated for you.  
  
If the Departure Location has not yet been entered into the system, enter the **Departure Location**, then enter the **Departure Address**.
3. Enter an **Arrival Location** for the request. This field behaves in the same way as the Departure Location.
4. Select a **Reason for Trip** from the drop-down menu, or click the **Add New** button to create a new Reason.
5. Add **Notes** to your request, if desired.

6. Enter the account information for the trip. You can use the  icon to search for an account, if needed.
7. Enter the **Date**, **Departure Time**, and **Arrival Time**.
8. If the route you entered has already been approved, the **Miles** field will be populated for you.

If the route has not yet been approved, enter the **Miles** for the trip. The approver may revise the value during the approval process, if the mileage on the route is longer or shorter than the value you entered.

9. If this completes the daily route, click the **Complete Daily Route** button. If there are more stops in the route, click the **Continue Daily Route** button to enter more stops, then click the Complete Daily Route button when all stops have been entered.

If the route you entered has not yet been approved, you will be prompted to provide an attachment as proof of the route (you may attach a Google Maps screen shot, for example) before the system will add the route to the **Trip Mileage Records** list.

10. When you have finished entering your mileage, click the **Return** button to return to the ESC.

If you create a request in which a route is not yet approved, the route will appear in the Mileage Routes to Approve queue. The reimbursement request for that route will not move to the Approve Mileage Reimbursement Requests queue until it has been approved.

If you create a request for the current calendar month, the request will appear in the Approve Mileage Reimbursement Requests queue at the end of the month. If you create a request for a previous month, the request will appear in the Approve Mileage Reimbursement Requests queue on the day after you enter it.

### Viewing Mileage History

Click the **View Mileage History** link to view the Mileage History screen. On this screen, you can view your mileage reimbursement requests.

## My Travel

Click the **My Travel** link in the navigation bar to view the links related to your travel claims. You can use the My Travel tabs to submit and review your travel reimbursement requests.

### Submitting a Travel Reimbursement Request

Click the **New Request** link in the navigation bar to view the General tab of the Create Travel Request entry point. Follow the steps listed in [Creating Travel Requests](#) in the Travel Management documentation.

To return to the ESC, click the **Return** link in the navigation bar.

### Editing an Existing Travel Reimbursement Request

Click the **Edit Existing Request** link in the navigation bar to view the General tab of the Create Travel Request entry point. Select a request from the Travel Requests table, then click the **Edit** button to populate the fields in the General section with the details of the existing request. Follow the steps listed in [Creating Travel Requests](#) in the Travel Management documentation.

To return to the ESC, click the **Return** link in the navigation bar.

### Submitting an Expense Report

Click the **Expense Report** link in the navigation bar to view the General tab of the Create Expense Report entry point. Follow the steps listed in [Creating Expense Reports](#) in the Travel Management documentation.

To return to the ESC, click the **Return** link in the navigation bar.

### Editing an Existing Expense Report

Click the **Edit Existing Expense Report** link in the navigation bar to view the General tab of the Create Expense Report entry point. Select a report from the Travel Requests table, then click the **Edit** button to populate the fields in the General section with the details of the existing request. Follow the steps listed in [Creating Expense Reports](#) in the Travel Management documentation.

To return to the ESC, click the **Return** link in the navigation bar.

### Viewing Your Travel History

Click the **View Travel History** link in the navigation bar to view the General tab of the Create Travel Request entry point. Select a request from the Travel Requests table, then click the **Edit** button to populate the fields in the General section with the details of the existing request. From here, you can review any information in the travel request.

To return to the ESC, click the **Return** link in the navigation bar.

### Viewing Your Advances and Reimbursements

Click the **My Advance/Reimbursement** link in the navigation bar to view the Employee Advance Reimbursement screen.

On this screen, you can filter the checks that reimbursements and advances that appear on the Employee Advance Reimbursement table. Enter the **From Date** and **To Date** and click the **Search** button.

## My Documents

Click the **My Documents** link in the navigation bar to view the links related to your employment and assignment documents.

### Viewing Your Employment Documents

Click the **My Employment Documents** link in the navigation bar to view the My Employment Documents tab.



The Documents section contains a list of documents from the district related to your employment which you must read and accept.

To read and accept a document:

1. Click a document name to view that document in a new window. The Accept button appears in the Acknowledge Document section of the My Employment Documents tab, and the tab updates to indicate you have read the document.
2. When you have finished reading the document, click the **Accept** button to view a statement of acknowledgment for the document.
3. If you agree to the statement, click the **I Agree** button to proceed to the Accept tab.
4. Type your name in the confirmation box and click the **OK** button to accept the document and return to the My Employment Documents tab. The status of the document is now *Accepted*.

### Viewing Your Job Assignment Documents

Click the **My Job Assignment Documents** link in the navigation bar to view the My Job Assignment Documents tab.

The Documents section contains a list of documents from the district related to your job assignment which you must read and accept.

To read and accept a document:

1. Click a document name to view that document in a new window. The Accept button appears in the Acknowledge Document section of the My Job Assignment Documents tab, and the tab updates to indicate you have read the document.
2. When you have finished reading the document, click the **Accept** button to view a statement of acknowledgment for the document.
3. If you agree to the statement, click the **I Agree** button to proceed to the Accept tab.
4. Type your name in the confirmation box and click the **OK** button to accept the document and return to the My Job Assignment Documents tab. The status of the document is now *Accepted*.

### Searching the Staff Directory

Click the **Staff Directory** link in the navigation bar to view the Staff Directory Search tab in a new window.

See [Working With the Staff Directory in TEAMS and the Employee Service Center](#) for details.

# Contract Logon

## **Entry Point: Employee Contract Selfserve**

Use the Contract Logon tab to view and, if your district allows, accept or reject electronic contracts.

## **Viewing Electronic Contracts**

1. To access the Contract Logon tab, navigate to the **Employee Contract Selfserve** entry point.
2. Enter the **Last four of SSN** and your **Birthdate**, then click the **Logon** button.
3. Under the **Contract Name** list, click the contract. The Contract appears as a PDF file in a new window.

## **Accepting and Rejecting Contracts**

After viewing the contract(s), click the **Accept** or **Reject** button. The contract is accepted or rejected.



**Note:** *The ability to accept or reject contracts is district-defined. If the district does not allow employees to accept or reject contracts, the Accept and Reject buttons are not displayed.*

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