

EMPLOYEE ACCESS PAYROLL PORTAL GUIDE

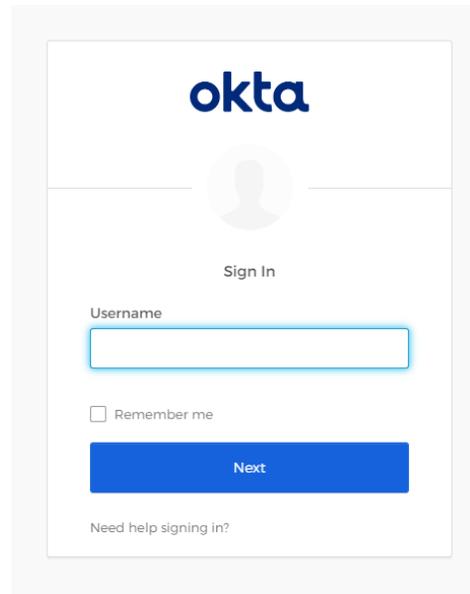
To access the employee access payroll portal, the link is:

<https://seasideschooldistrict10or.tylerportico.com/tesp/employee-selfservice/>

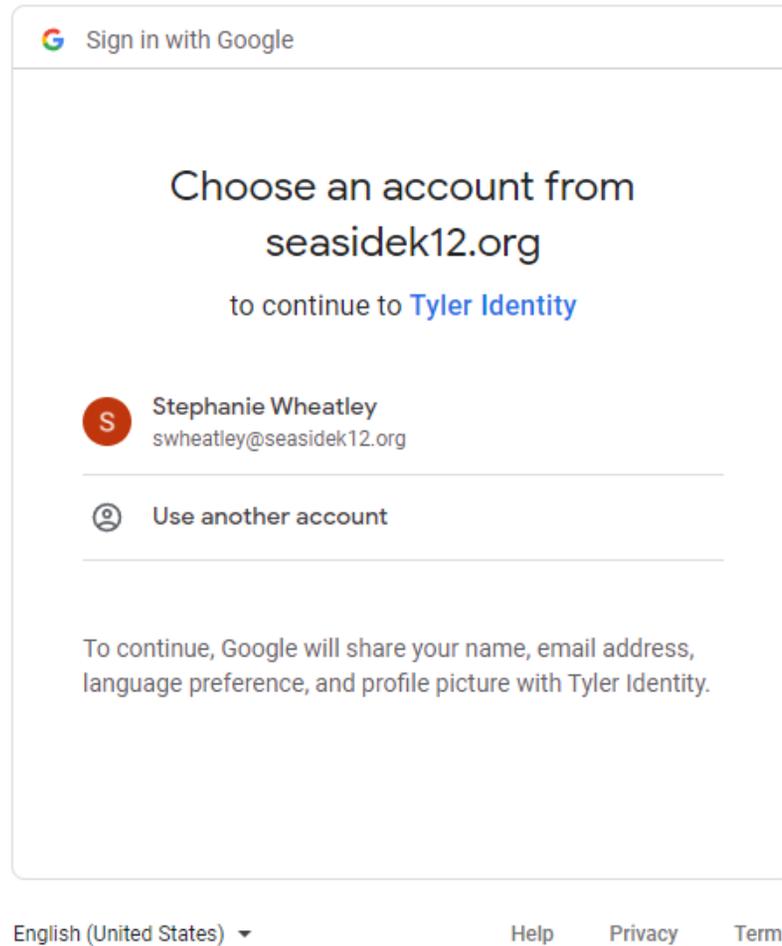
You can also access this portal by going to the Seaside School District Employee/HR web page, under Payroll and Benefits Resources.

This portal gives employees access to current and previous direct deposit receipts/paystubs.

If you've never been on this website, you'll need to verify your information. This will start with entering your school email address, then selecting "Next". Selecting the "Remember Me" box shortens the process next time.

A screenshot of the Okta sign-in page. At the top center is the "okta" logo in blue. Below the logo is a grey circular placeholder for a user profile picture. Underneath the placeholder is the text "Sign In". Below that is a "Username" label followed by a white text input field with a blue border. Under the input field is a checkbox labeled "Remember me". Below the checkbox is a blue button with the text "Next" in white. At the bottom of the form is a link that says "Need help signing in?".

Next, you will have to verify your Google account. To do this, you will just select your school email account:



There will be no separate username and password. All access will be via your school email account.

The first time you sign in, you will be redirected to one last page to verify a few more pieces of information. The information in the yellow box will be automatically propagated and you will not be able to edit that. The information in the four boxes below will need to be entered and that information must match what we have in our payroll system. If you receive an error code, please contact swheatley@seasidek12.org or x4108 to confirm all the information matches what is in our payroll system.



Welcome to Seaside School District 10'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: John Doe

Email: jdoe@seasidek12.org

[▲ Not you?](#)

Now that registration is complete, you will enter into the employee access payroll portal.

The screenshot shows the 'Employee Access' portal for Stephanie Wheatley. The header includes a navigation menu, the user's name and address, and a grid icon. The main content area features a welcome message, a 'Latest paycheck' summary for 06/24/2022, and an 'Announcements' section with a speaker icon and the text 'You're all caught up on announcements'. On the right, there are 'Resources' and '2022 Tax documents' dropdown menus. The footer contains contact information for Seaside School District 10 and the logo for Tyler Technologies.

Employee Access

STEPHANIE WHEATLEY
123 BEACH DR, SEASIDE, OR 97138

Home

Employee Access

- My information
- My time
- My pay

Welcome back
STEPHANIE WHEATLEY

Latest paycheck

06/24/2022
Take home pay
Total pay

[View all checks](#)

Announcements

You're all caught up on announcements

Resources

2022 Tax documents

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EMPOWERED BY TYLER TECHNOLOGIES

To view pay stubs, select “View all checks” This will bring you to this screen:

← Paycheck history

2022 Paychecks					Year 2022
Check date	Pay period	Status	Gross pay	Net pay	Actions
06/24/2022	05/11/2022 - 06/30/2022	Printed	\$1,234.00	\$1,000.00	>
05/25/2022	04/11/2022 - 05/10/2022		\$1,234.00	\$1,000.00	>
04/25/2022	03/11/2022 - 04/10/2022	Printed	\$1,234.00	\$1,000.00	>
03/18/2022	02/11/2022 - 03/10/2022	Printed	\$1,234.00	\$1,000.00	>
02/25/2022	01/11/2022 - 02/10/2022	Printed	\$1,234.00	\$1,000.00	>

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You can select anywhere on the line to view the current paycheck. That will show you the gross pay and net pay, along with what funds you earned and what deductions you have.

You can select the Year drop down to view previous year’s paychecks.

To print your paychecks, you will need to click on the paycheck you are interested in printing, then select the “View Paycheck” button in the top right corner. This will open the paystub produced by our payroll system, where you can save it to your computer or print it.

Employee Access

JOHN DOE
123 BEACH DR, SEASIDE, OR 97138

Home

Employee Access

- My information
- My time
- My pay

June 24, 2022

View paycheck

Gross pay: **\$1,234.00** Net pay: **\$1,000.00**

Pay period: 05/11/2022 - 06/30/2022 Check number: 66381 Status: **Printed**

Pay breakdown

Pay type	Time	Rate	Amount
EDUCATIONAL ASSISTANT	80	\$14.03	\$1,122.00
EXTRA DUTY			\$112.00
Total			\$1,234.00

Deductions

Deduction type	Amount
AMF AFTER TAX DISABILITY	\$10.00
TAX STATE TRANSIT	\$10.00
WBF HOURLY ASSESSMENT TAX	\$10.00
PERS OPSRP	\$174.00
TAX FEDERAL	\$10.00
TAX FICA - MEDICARE 1.45%	\$10.00
TAX FICA - SOCIAL SECURITY 6.2%	\$10.00