

EMPLOYEE ACCESS INSTRUCTIONS AND INFORMATION

WEBLINK: https://itccs.esc20.net:3068/WEA_DIST_SELECT?distid=015907

The WEBLINK can also be found by going to the SAISD Home page under Departments;

Financial Services; Web Sites- Employee Access (NOTE: Save this link as one of your favorite.)

INFORMATION

The Employee Access account is available to every SAISD employee.

This account is an online account, available 24/7.

Employee access account provides the following information:

Calendar Year to Date

- Year to Date Earnings received
- Year to Date Taxes Withheld
- Year to Date Annuities deducted
- Year to Date Deductions withheld
- Value of Employer Provided Health Insurance

Deductions

- Current Elected Deductions
- Current Garnishments

Earnings

- Check Stub by pay date, up to 18 pay periods.

Leave Balances

- Leave as of last pay period
- View dates for leave, processed and unprocessed,
by entering range of dates at bottom of leave screen.
- Refer to payroll manual for leave processing dates.
- Please allow at least 2 weeks to view most current leave taken.

W-2

- Prior year W-2's available
- Drop down window if employee received multiple W-2's for same Calendar year.
- PRINT NOTE: Print form landscape

INSTRUCTIONS

WEBLINK: https://10.10.200.252:3068/WEA_DIST_SELECT?distid=015907

The WEBLINK can also be found by going to the SAISD Home page under Departments; Financial Services; Web Sites- Employee Access (NOTE: Save this link as one of your favorite.)

New user set up: Click on 'New User'

The screenshot shows the SAISD login page. At the top, it says "Improving lives through a quality education" and "SAN ANTONIO INDEPENDENT SCHOOL DISTRICT". Below the header is a warning message: "Warning: This is a security protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By proceeding to sign in, you acknowledge that you are an authorized user." On the left side, there is a menu with links: Help, Log Off, New User, Forgotten User ID, and Forgotten Password. A red arrow points to the "New User" link. In the center, there is a form with fields for "User ID" and "Password", and buttons for "Login", "Change Password", and "En Español". Below the form are two boxes: "Normal Hours of Operation" and "Special Notice". The "Normal Hours of Operation" box lists: Monday thru Saturday 7:00 am - 11:00 pm, and Sunday 3:00 pm - 11:00 pm. The "Special Notice" box lists: Supported browsers for ITCCS are: IE 9 and IE 10, Google Chrome, Safari 5+ on Mac desktops and iPads. At the bottom, there is a Facebook link: "Click here to 'Like' ITCCS to stay connected with the latest news and software enhancements."

Fill in the blocks:

The screenshot shows the "Find" page on the SAISD website. At the top, it says "Improving lives through a quality education" and "SAN ANTONIO INDEPENDENT SCHOOL DISTRICT". Below the header are buttons for "Return to Login", "Log Off", "En Español", and "Help". In the center, there is a form with fields for "Employee Number", "Date of Birth", and "Zip Code", and a "Find" button. Red arrows point to each of these input fields. Above the form is a warning message: "Please enter your employee number, date of birth, and zip and click Find." Below the form are two boxes: "Normal Hours of Operation" and "Special Notice". The "Normal Hours of Operation" box lists: Monday thru Saturday 7:00 am - 11:00 pm, and Sunday 3:00 pm - 11:00 pm. The "Special Notice" box lists: Supported browsers for ITCCS are: IE 9 and IE 10, Google Chrome, Safari 5+ on Mac desktops and iPads. At the bottom, there is a Facebook link: "Click here to 'Like' ITCCS to stay connected with the latest news and software enhancements."

Once complete, the system will 'Find' you and take you to the next page. Complete the necessary information to create your 'User ID and password'. Return to login screen.

Log in with the User ID and password you selected.

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Your online "Employee Access" account is now established.

As with any other online account, keep your login information confidential.