# La Joya ISD

**Employee Portal** 

**USER'S GUIDE** 

First time users please follow the step by step instructions to create an account.

If assistance is needed please contact the following departments:

Payroll: 956-323-2070 – Check stub, days/hours worked Employee Benefits: 956-323-2680 - Insurance Benefits/Deductions Human Resources: 956-323-2600 – Salary Compensation, Education, Certification

## Log in to: https://esp.lajoyaisd.com

#### Click on Create an account

Sign In to Employee Service Portal				
Username: Password: Sign In	Forgot your password? Create an account  Attention: this application is supported in the following browsers: Windows Internet Explorer® 9, 10 Mozilla® Firefox® 20 Google® Chrome® 26 Safari® 6 - MAC only. Functionality cannot be guaranteed if you are using an unsupported browser.			

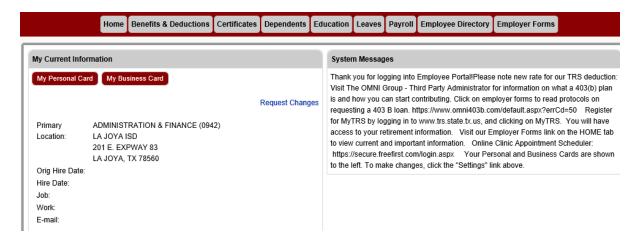
### Fill in all information required

#### **Create New Account**

Personal	Information				
	Employee	No		First Name	
	Last Na	ame		Last 4 of Social Security No	
	Birth D	)ate 💮 🙏	The state of the s	Zip Code	
Profile In	nformation				
equired to use your	User Name		-Minimum 6 charac	ters-	
istrict email address refix.	New Password		Minimum 8 charac	ters with at least one number and one	special character.
equired to use your	Confirm Password				
istrict email address	E-mail (				
assword.	E	-mail is used for system n	otifications and for ret	rieving login information.	
	Personal Question 1				Create questions &
	Personal Answer 1			<b>←</b>	answers. Will be required when resettir
	Personal Question 2				your password.
	Personal Answer 2				
	Personal Question 3				
	Personal Answer 3				
			*All information is req	uired	
			Submit Cano	_	

### Click Submit.

Once you have created your user name and password, the home page will appear.



On the home page you will see "My Current Information" with the following display:

### My Business Card

Your name Your work location and address Hire date Your Job (title) Work phone Work e-mail

### My Personal Card

Your Address Your phone number

To make changes to the above information, click the Request Changes link:

### Select 'New Request'

New Request | Request History

#### **Select Request Type**



For a name change:



To request a name change, please call Human Resources at 956-323-2600

<u>Important</u>: When changing settings on your <u>personal information</u>, you will either show or not show your personal information to be displayed on the Directory for other users to view.

#### Personal Directory Settings Leave blank Show Home Address: or unchecked Show Home Phone: if you do not want to share Show Cell Phone: information. Show Home E-mail: **Important** By clicking on **show** home address and home phone, you are allowing all employees in the District to have access to your information. On your homepage you also have a Directory link. Directory will list all employees of the District and their Business Card information and/or Personal Card information if allowed by employee. Benefits & Deductions | Certificates Home Dependents Education Leaves Payroll Employee Directory **Employer Forms Employee Directory** All locations Search Results Last Name First Name Phone ABAD PORTIA JOY p.abad@lajoyaisd.net ABAD SERVANDO (956) 739-8040 s.abad@lajoyaisd.net ABALOS JOSE j.abalos@lajoyaisd.net ABALOS MARIA (956) 212-9600 m.abalos@lajoyaisd.net Click on Payroll to view the following: Benefits & Deductions | Certificates | Dependents Education Leaves Payroll Employee Directory **Employer Forms** \* View "Pay Check Calendar": (click on the highlighted days to view your check/advice stub.) Past pay date Pay Check Calendar - Click highlighted date to view details Today Year: 2016 V January 2016 February 2016 March 2016 М М w S Т w F M W F Т F Т S S Т Т S Т 2 3 2 3 1 2 1 4 1 4 5 4 5 6 7 7 8 9 10 12 7 10 12 10 11 12 13 16 14 15 16 17 18 19 20 13 14 15 16 17 18 19 17 18 19 20 21 23 21 22 23 24 25 26 27 20 21 22 23 24 25 26 29 29 24 25 26 27 28 30 28 28 29 30 31

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### \* Click on "Salary Compensation" to view salary information

Need Help? | Account | Log Out

Request Tax Changes | Request Direct Deposit Changes

Pay Check Calendar | Salary Compensation | W-2s



#### \* Click on "W-2's" to view

Need Help? | Account | Log Out

Request Tax Changes | Request Direct Deposit Changes

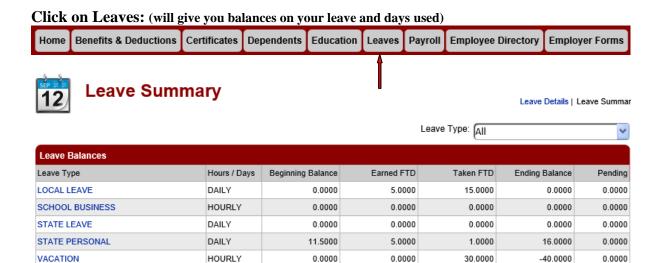
Pay Check Calendar | Salary Compensation | W-2s ◀



### Select the year to view

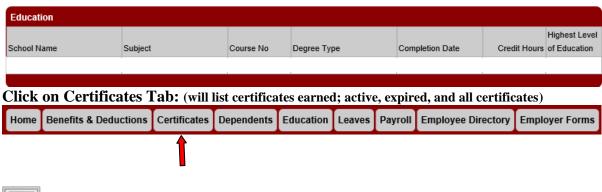
#### W-2 History

Download W-2 statements for 2015 TX LA JOYA INDEPENDENT SCHOOL DISTRICT Download W-2 statements for 2014 TX LA JOYA INDEPENDENT SCHOOL DISTRICT



#### **Click on Education:** (will list your education earned)







Certificates

Expired Certificates | All Certificates | Active Certificates

Active Certificates

There are no records to display.

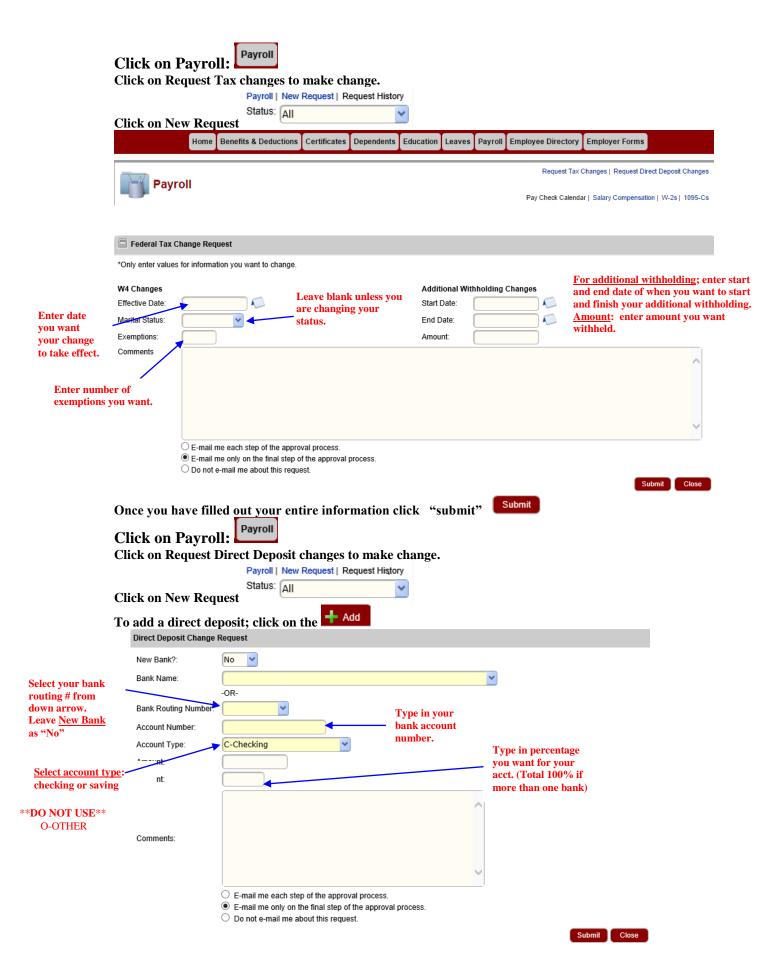
Click on Benefits and Deductions Tab: (different links: active/all deductions, active/all benefits)

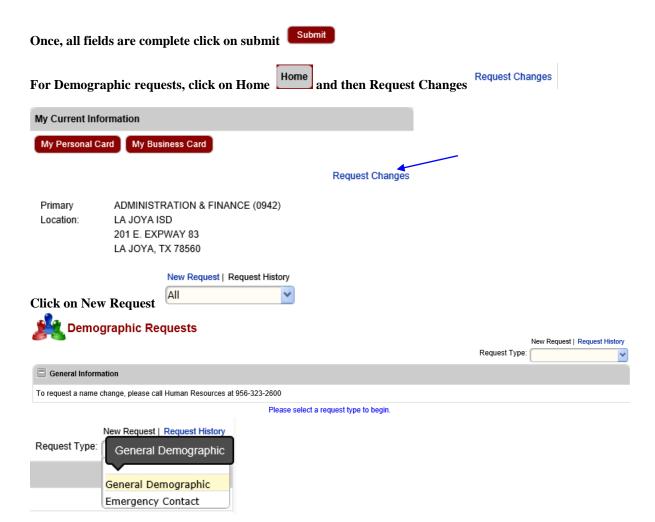




### **Deductions and Benefits**

Active Deductions					
Plan	Amount	Percent			
0201 TRS (01)	\$0.00	7.2000%			
0202 TRS INS (01)	\$0.00	.65			
0717 JULY CHRISTMAS FUND (01)	\$38.47	0.0000%			
3348 DENTAL - HIGH PLAN - 26 (01)	\$8.77	0.0000%			
3352 DENTAL ADJUSTMENT (01)	\$0.00	0.0000%			
3501 MEDICAL ADJ (01)	\$0.00	0.0000%			
3540 DENTAL ADJ (01)	\$0.00	0.0000%			
5002 CANCER (01)	\$0.00	0.0000%			
5058 VISION (01)	\$6.27	0.0000%			
6850 ADDITIONAL LIFE - TERM (01)	\$10.39	0.0000%			
FEDS Federal Wages - Single (01)	Tax Table	Tax Table			
MEDD Employee Medicare (01)	Tax Table	Tax Table			





Click on down arrow next to your name to log out from employee portal.

