

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:

[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 <input type="text"/>	First Name <input type="text"/>
Last Name <input type="text"/>	Last 4 of Social Security No <input type="text"/>
Birth Date <input style="font-size: small; color: blue; cursor: pointer; float: right; margin-left: 5px;" type="text"/>	Zip Code <input type="text"/>

Profile Information


Required to use your District email address prefix.  User Name Minimum 6 characters

Required to use your District email address password.  New Password Minimum 8 characters with at least one number and one special character

Confirm Password

E-mail

E-mail is used for system notifications and for retrieving login information.

Personal Question 1 <input type="text"/>	 Create questions & answers. Will be required when resetting your password.
Personal Answer 1 <input type="text"/>	
Personal Question 2 <input type="text"/>	
Personal Answer 2 <input type="text"/>	
Personal Question 3 <input type="text"/>	
Personal Answer 3 <input type="text"/>	

*All information is required

Click Submit.

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

My Current Information

My Personal Card
My Business Card

[Request Changes](#)

Primary	ADMINISTRATION & FINANCE (0942)
Location:	LA JOYA ISD 201 E. EXPWAY 83 LA JOYA, TX 78560
Orig Hire Date:	
Hire Date:	
Job:	
Work:	
E-mail:	

System Messages

Thank you for logging into Employee Portal! Please note new rate for our TRS deduction: Visit The OMNI Group - Third Party Administrator for information on what a 403(b) plan is and how you can start contributing. Click on employer forms to read protocols on requesting a 403 B loan. <https://www.omni403b.com/default.aspx?errCd=50> Register for MyTRS by logging in to www.trs.state.tx.us, and clicking on MyTRS. You will have access to your retirement information. Visit our Employer Forms link on the HOME tab to view current and important information. Online Clinic Appointment Scheduler: <https://secure.freefirst.com/login.aspx> Your Personal and Business Cards are shown to the left. To make changes, click the "Settings" link above.

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

Request Type: ▼

General Demographic

Emergency Contact

For a name change:

General Information

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

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

Personal Directory Settings

- Show Home Address:
- Show Home Phone:
- Show Cell Phone:
- Show Home E-mail:

Leave blank or unchecked if you do not want to share information.

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.



Employee Directory

All locations

Search Results

Last Name	First Name	Phone	E-mail
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:



* 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

January 2016

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

February 2016

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5

March 2016

S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

* 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](#)



[Request Tax Changes](#) | [Request Direct Deposit Changes](#)

[Print a Copy](#) | [Pay Check Calendar](#) | [Salary Compensation](#) | [W-2s](#)

Work Calendar Year: 2016

Salary Compensation Information

Job Information

Job Code:

Employee Category: PARA - BIWEEKLY JULY (77)

Work Location: ADMINISTRATION & FINANCE (0942)

	Start Date	End Date
Work Calendar	07/16/2015	06/24/2016

Select Year to see your salary compensation.

* 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 Leaves: (will give you balances on your leave and days used)

[Home](#) | [Benefits & Deductions](#) | [Certificates](#) | [Dependents](#) | [Education](#) | [Leaves](#) | [Payroll](#) | [Employee Directory](#) | [Employer Forms](#)



Leave Summary

[Leave Details](#) | [Leave Summary](#)

Leave Type: All

Leave Type	Hours / Days	Beginning Balance	Earned FTD	Taken FTD	Ending Balance	Pending
LOCAL LEAVE	DAILY	0.0000	5.0000	15.0000	0.0000	0.0000
SCHOOL BUSINESS	HOURLY	0.0000	0.0000	0.0000	0.0000	0.0000
STATE LEAVE	DAILY	0.0000	0.0000	0.0000	0.0000	0.0000
STATE PERSONAL	DAILY	11.5000	5.0000	1.0000	16.0000	0.0000
VACATION	HOURLY	0.0000	0.0000	30.0000	-40.0000	0.0000

Click on Education: (will list your education earned)



Education

Education						
School Name	Subject	Course No	Degree Type	Completion Date	Credit Hours	Highest Level of Education

Click on Certificates Tab: (will list certificates earned; active, expired, and all certificates)

Home	Benefits & Deductions	Certificates	Dependents	Education	Leaves	Payroll	Employee Directory	Employer Forms
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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)

Home	Benefits & Deductions	Certificates	Dependents	Education	Leaves	Payroll	Employee Directory	Employer Forms
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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 Payroll: **Payroll**

Click on Request Tax changes to make change.

[Payroll](#) | [New Request](#) | [Request History](#)

Status:

Click on New Request

Home | Benefits & Deductions | Certificates | Dependents | Education | Leaves | Payroll | Employee Directory | Employer Forms

Payroll [Request Tax Changes](#) | [Request Direct Deposit Changes](#)

[Pay Check Calendar](#) | [Salary Compensation](#) | [W-2s](#) | 1095-Cs

Federal Tax Change Request

*Only enter values for information you want to change.

W4 Changes

Effective Date:

Marital Status:

Exemptions:

Comments

Leave blank unless you are changing your status.

Additional Withholding Changes

Start Date:

End Date:

Amount:

For additional withholding; enter start and end date of when you want to start and finish your additional withholding. Amount: enter amount you want withheld.

Enter date you want your change to take effect.

Enter number of exemptions you want.

- E-mail me each step of the approval process.
- E-mail me only on the final step of the approval process.
- Do not e-mail me about this request.

Submit **Close**

Once you have filled out your entire information click "submit"

Submit

Click on Payroll: **Payroll**

Click on Request Direct Deposit changes to make change.

[Payroll](#) | [New Request](#) | [Request History](#)

Status:

Click on New Request

To add a direct deposit; click on the **+ Add**

Direct Deposit Change Request

New Bank?:

Bank Name:

-OR-

Bank Routing Number:

Account Number:

Account Type:

Account:

Percentage:

Comments:

- E-mail me each step of the approval process.
- E-mail me only on the final step of the approval process.
- Do not e-mail me about this request.

Submit **Close**

Select your bank routing # from down arrow. Leave New Bank as "No"

Select account type: checking or saving

****DO NOT USE****
O-OTHER

Type in your bank account number.

Type in percentage you want for your acct. (Total 100% if more than one bank)

Once, all fields are complete click on submit

[Submit](#)

For Demographic requests, click on Home

[Home](#)

[Request Changes](#)

My Current Information

[My Personal Card](#)

[My Business Card](#)

[Request Changes](#)

Primary: ADMINISTRATION & FINANCE (0942)
Location: LA JOYA ISD
201 E. EXPWAY 83
LA JOYA, TX 78560

[New Request](#) | [Request History](#)

All

Click on New Request



Demographic Requests

[New Request](#) | [Request History](#)

Request Type:

General Information

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

[Please select a request type to begin.](#)

[New Request](#) | [Request History](#)

Request Type:

General Demographic

General Demographic

Emergency Contact

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

