



Employee Online

from Escape Technology



Our HR department is
now open

24/7





The Employee Online Self-Service Portal

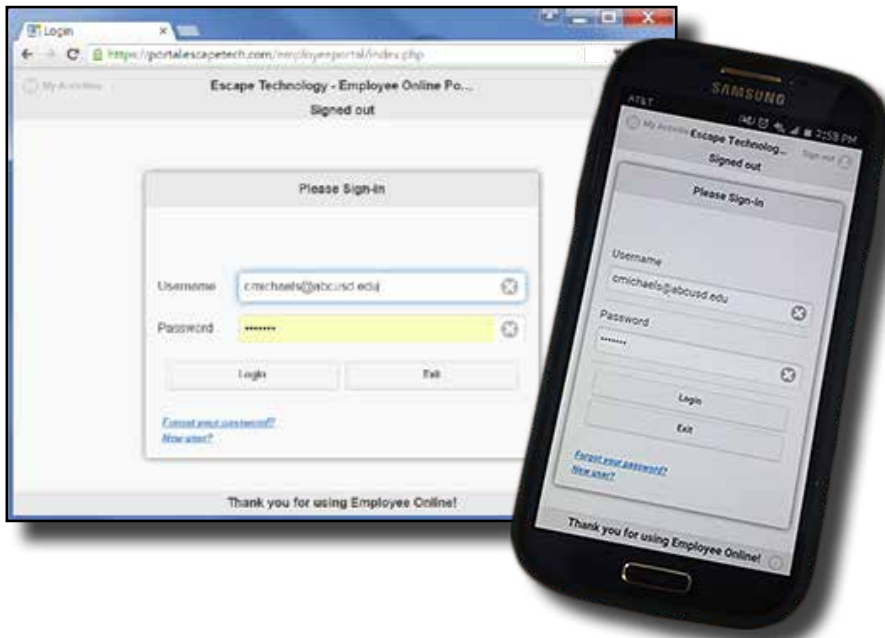
Save money, time and paper!

Convenience: anytime, anywhere.

You have access to all your important HR and payroll information.

On any device: computer, tablet, smartphone.

Secure with strong password and two-factor authentication.



Now you can view important HR and payroll information!

At your desk or on the go, login and get the information you need!

Escape Online provides users access to fund accounting and HR/Payroll functionality. Thousands of users login every day, but there are thousands more that only want to access to a small piece of the Escape Online pie.

EMPLOYEE ONLINE PORTAL. A self-service browser-based portal, Employee Online allows employees to review their pay stubs, leaves and more. It gives them access to a W4 calculator for what-if scenarios and submission of a payroll change request. HR/Payroll managers can send documents to employees for their review and acknowledgment. Supervisors can review detailed information about their team members. And, approvers can approve documents without ever having to download and login to Escape Online.

INTEGRATED WITH ESCAPE ONLINE. Employee Online is literally a portal to Escape Online. All data is read from and written to the Escape Online database. There is no duplication of information. Any employee can be set up to access the portal. The employee does not need to have an Escape Online User record, unless they are a document approver.

SAFE AND SECURE ACCESS. Every time an employee logs into Employee Online, their access is verified through a proprietary algorithm based on Employee records in Escape Online and two-factor authentication. Supervisors are connected to team members through Position record setup. Document approvers are shown only those approvals that match their user-based permissions.

My Dashboard				
My Payroll	Timesheets	Documents	My Team	Approvals
0	9	1	2	5
Pending Request	Current Timesheet	New Documents	Upcoming Evaluations	Pending Approvals

For employees:

My Info: demographics, education, credentials, current and past assignments.

My Benefits: benefits and leave information,
including balances and usages, dependent information.

My Payroll: pay stubs, W2s, 1095s for multiple years.
Payroll calculator for what-if tax changes. Electronic submission of W-4 and DE 4.

For supervisors:

My Team: assignments, evaluations and contact info for direct
reports.

Approvals: online approvals for Escape Online HR
authorizations.

My Info:

For employees: demographics, assignments, credentials, education

- Demographics
- Assignments
- Credentials
- Education

Escape Technology - Employee Online Portal

My Info - Employee - Demographic and Job Info

1 - Name/Phone/Gender Information		2 - Address Information	
Employee#	1114	Home Addr	123 Main Street
First Name	Celeste	City	Roseville
Preferred		State	CA
Middle Name	M	Zip	95661
Last Name	Michaels	Mailing Addr	PO Box 1234
Former Name		City	Roseville
Gender	Female	State	CA
Home #	(916) 773-4303	Zip	95661-1234
Cell #	(916) 306-1234	3 - Emergency Contacts	
Hire Date	12/1/82	Contact #	016/773-4304
TB Expires	30/01/15	Contact	Robert Michaels
Work Email	cmichaels@abc.com	Relation	Husband
Personal Email	cmichaels@abc.com	Doctor #	
		Doctor	

Status	Pos #	Type	Location	From	Thru	FTE	Job Category	Job Class
Current	115	REG	Area	07/01/15	06/30/16	1.000	CL Mgr	Senior Director

Thank you for using Employee Online!

DEMOGRAPHICS. Current address, TB info, contact information, including emergency contacts.

ASSIGNMENTS. Detailed list of current and past assignments, along with location, from/thru dates, FTE, job category and class.

CREDENTIALS. Detailed list of all credentials filed with the COE. Shows document number, issue date, expiration date and more.

EDUCATION. Detailed list of degrees, trainings, license, NCLB records, education units, EL authorizations and assignment options.

Escape Technology - Employee Online Portal

My Info - Employee - Demographic and Job Info

1 - Name/Phone/Gender Information		2 - Address Information	
Employee#	1114	Home Addr	123 Main Street
First Name	Celeste	City	Roseville
Preferred		State	CA
Middle Name	M	Zip	95661
Last Name	Michaels	Mailing Addr	PO Box 1234
Former Name		City	Roseville
Gender	Female	State	CA
Home #	(916) 773-4303	Zip	95661-1234
Cell #	(916) 306-1234	3 - Emergency Contacts	
Hire Date	12/1/82		
TB Expires	10/20/15		
Work Email	cmichaels@abc.com		
Personal Email	cmichaels@abc.com		

Status	Doc Type	Document#	Issued	Expires	Category	Cred Title	Term
None		1218198	02/01/13	02/01/18	Bym	Class of Rehabilitation Services Credential	Class
None		1218198	02/01/13	02/01/18			

Thank you for using Employee Online!

Escape Technology - Employee Online Portal

My Info - Employee - Demographic and Job Info

1 - Name/Phone/Gender Information		2 - Address Information		3 - Emergency Contacts	
Degrees - Education					
Date	Degree	Major	Minor	School	
06/01/07	MS	PT		USC	
06/25/02	BS	PT	PSYC	CSU Sacramento	
Trainings - Education					
Licenses - Education					
Date	License Type			Expires	
01/01/01	Licensed CDF			12/31/16	
NCLB - Education					
Units - Education					
EL Authorizations - Education					
Date	EL Authorization				
02/20/06	Education Specialist Cert				

Thank you for using Employee Online!

My Benefits:

For employees: school year leave balances, activity and health/welfare

My Activities
ABC District
Escape Technology - Employee Online Portal
Sign out
Celeste Michaels

My Benefits

Leave Balances & Activity

Leave Balances Summary (School Year to Date)

Leave	Big Balance	Accrued	Pending	Used	Adjust	Dock/Paid	End Balance
FMLA	0.0000						0.0000
Paid Leave	0.0000						0.0000
Sick	1298.5700	06.0000		-40.7500			1314.0000
Personal Nec	0.0000	56.0000		-16.0000	-43.0000		0.0000
Personal Disc	0.0000	56.0000			-56.0000		0.0000
Benefitment	0.0000						0.0000
Jury Duty	0.0000						0.0000
Unpaid Leave	0.0000						0.0000
Workers Comp	0.0000						0.0000

Leave Activity

Leave	From	Day	Thru	Day	Amount	Unit	Type	Dock/Paid	Posted	Reason
Sick	03/07/15	Tue	03/09/15	Tue	4.0000	Hours	Usage		Pending	
Sick	09/23/15	Wed	09/23/15	Wed	-3.0000	Hours	Usage		09/23/15	4100 Sick Leave Exempt (single)
Sick	09/23/15	Wed	09/23/15	Wed	-1.0000	Hours	Usage		09/23/15	4100 Sick Leave Exempt (single)

Leave Balances Leave Activity Health & Welfare

LEAVE BALANCES. Current school year leave balance summary with drill down for usages/adjustments for each balance.

LEAVE ACTIVITY. Detailed history of usages, including date, duration, type, units/hours, posted/pending, pay period reported and if the usage resulted in a dock of pay.

HEALTH & WELFARE. Current and past health & welfare benefits, plus listing of dependents with medical coverage flag.

My Activities
ABC District
Escape Technology - Employee Online Portal
Sign out
Celeste Michaels

My Benefits

Health & Welfare

Current Health & Welfare Benefits

From	Thru	Plan	Level	My Share	District Share
03/01/15		State Self Ins	State Employee Only	0.0000	470.0000
03/01/07		Dental	Dental Dental	0.0000	115.7500

Past Health & Welfare Benefits

From	Thru	Plan	Level
06/11/12	06/12/15	Health Ins MED	HEAD Employee Only
06/01/11	06/12/12	Health Ins High	HEAD Employee Only
03/01/07	05/31/11	Blue Shield TN	BEAD Emp-Spouse

Dependents

From	Thru	First Name	Last Name	Birth Date	Med Coverage	Relationship
04/01/01		Robert	Michaels	03/01/88	Yes	Spouse
01/01/98		Lincoln	Michaels	03/03/03	Yes	Child

Thank you for using Employee Online!

My Payroll:

For employees: recent pay, previous pay, W2s, 1095s
Payroll calculator and electronic tax change submission

My Payroll

Payroll History | Payroll Calculator | Tax/Deduction Setup Change Requests

Payroll History

Last Pay Stub - shows detail about your last payroll. You can retrieve the full detail for this payroll on the "Recent Paychecks" tab.

1 - Last Pay Stub Info		2 - Payroll Amounts	
Pay Period	05/01/16 - 05/31/16	Earnings	\$1,070.00
Pay Date	06/10/16	Pre-Tax Ded	\$0.00
Chk/Advice#	5253813	Taxes	\$109.25
Federal Tax	\$ (0)	Misc Ded	\$0.00
State Tax	\$ (0)	Net Pay	\$960.75

Pay Date	Gross Pay	Net Pay	View Paycheck
05/28/16	\$1,070.00	\$960.75	[icon]
05/21/16	\$1,070.00	\$960.75	[icon]
05/14/16	\$1,070.00	\$960.75	[icon]
05/07/16	\$1,070.00	\$960.75	[icon]
04/30/16	\$1,070.00	\$960.75	[icon]
04/23/16	\$1,070.00	\$960.75	[icon]
04/16/16	\$1,070.00	\$960.75	[icon]
04/09/16	\$1,070.00	\$960.75	[icon]
04/02/16	\$1,070.00	\$960.75	[icon]
03/26/16	\$1,070.00	\$960.75	[icon]
03/19/16	\$1,070.00	\$960.75	[icon]
03/12/16	\$1,070.00	\$960.75	[icon]
03/05/16	\$1,070.00	\$960.75	[icon]
02/28/16	\$1,070.00	\$960.75	[icon]
02/21/16	\$1,070.00	\$960.75	[icon]
02/14/16	\$1,070.00	\$960.75	[icon]
02/07/16	\$1,070.00	\$960.75	[icon]
01/31/16	\$1,070.00	\$960.75	[icon]

Pay Stub Tax Info Historical Pay/W2

LAST PAY STUB. At a glance, summary information from your last pay stub: date, earnings, tax withholding, miscellaneous deductions withheld, State/Federal W4 information.

RECENT PAYCHECKS. Detailed history of pay date, including gross and net pay, with one-click download of PDF for paychecks.

W2 STATEMENTS. One-click download of W2 statements in the system.

1095 STATEMENTS. One-click download of Affordable Care Act 1095 employee statements in the system.

Payroll Calculator

You can use the payroll calculator to see the effects on net pay for pay changes, tax withholding changes and deduction changes.

Important: This payroll calculator is designed to provide general guidance and estimates. It should not be relied on to calculate exact taxes and net pay.

Federal Tax Withholdings	
New	Current
Marital Status	Married
Allowances	2
Additional Flat Amt	\$100.00
Additional Percent	0.00
Exempt	

State Tax Withholdings		
Deductions		
New	Current	Diff
*** Estimated Net Pay ***	\$13,145.47	-\$372.31

Tax/Deduction Setup Change Requests

State Tax Withholding Change

Allowance Certificate

Check the "Single" box.

Under the penalties and perjury, I declare that I have examined this certificate and, to the best of my knowledge...

Pay Calculator Tax Change Requests

PAYROLL CALCULATOR. Try different scenarios for changes to taxes, including marital status, allowances, additional amounts and more.

TAX/DEDUCTION SETUP CHANGE REQUEST. Submit a request to change federal and state withholdings. Copy the chosen scenario from the Payroll Calculator, includes approval process before posting and employee notification via email.

My Team:

For supervisors: complete information on your team and vacancies

The screenshot displays the 'My Team - Members' page. The main table lists team members with columns: Employee, Job Description, Location Name, Work Phone, and Work Email. Three pop-up windows are shown:

- Team Member:** Shows details for Aaron Locke, including Employee #, Name, Phone, Address, City, State/Zip, Spouse, and Spouse Phone.
- Position Vacancy:** Shows details for position 1061, including Location, Date From, Date Thru, FTE Authorized, FTE Used, FTE Available, Job Category, Job Class, and Bargaining Unit.
- Assignments:** A partially visible window showing assignment details.

Team Information Vacancies Team Members

TEAM INFORMATION. List of all your team members and positions that are not yet filled. Your team is based on the supervisor defined in the Escape Online Position record.

VACANCIES. At the top of the list are all of the vacant positions, helping you keep track of positions you need to fill.

TEAM MEMBERS. Each team member line includes employee name, job description, location, work phone and email, with the option to drill down.

Team Drill Down

DEMOGRAPHIC INFO. For each team member, scan demographic information, including name, address and emergency contact information.

ASSIGNMENTS. Review all of the assignments held by a team member, even jobs not under your supervision.

EDUCATION. See the education credits, records, degrees for the team member.

LEAVES. Current fiscal year leave balance summary for the team member.

Evaluations

SCHEDULED EVALUATIONS. For each team member, see scheduled evaluations, including rating, comments and evaluator.

The screenshot displays the 'Upcoming Team Evaluations' page. The table lists upcoming evaluations with the following columns: Employee, Scheduled, Evaluated, Begin, End, Type, Evaluator, Rating, and Comment.

Employee	Scheduled	Evaluated	Begin	End	Type	Evaluator	Rating	Comment
Bally, Brandon C.	01/01/18		07/01/18	06/30/18	Class 5th Poop	Smith, Juliana A.		
Helmreich, Maria	01/01/18		07/01/18	06/30/18	Class 5th Poop	Smith, Juliana A.		
Jacobs, Grace M.	01/01/18		07/01/18	06/30/18	Class 5th Poop	Ericksen, Shelly L.		
Watts, Debra M.	01/01/18		07/01/18	06/30/18	Class 5th Poop	Ericksen, Shelly L.		
VonRudick, Jessica A.	01/01/18		07/01/18	06/30/18	Class 5th Poop	Smith, Juliana A.		
Olney, Patricia M.	02/01/18		07/01/18	06/30/18	Class 5th Poop	Ericksen, Shelly L.		
Roberts, Doreen A.	02/01/18		07/01/18	06/30/18	Class 5th Poop	Ericksen, Shelly L.		
Arns, Melissa L.	02/15/18		07/01/18	06/30/18	Temp Annual	Smith, Juliana A.		
Barnes, Natasha M.	02/15/18		07/01/18	06/30/18	Cont Prob 1	Ericksen, Shelly L.		
Burnside, Christopher W.	02/15/18		07/01/18	02/15/18	Cont 2 1/2 Perm	Michalski, Celeste M.		
Benson, Margaret A.	02/15/18		07/01/18	06/30/18	Cont 2 1/2 Perm	Ericksen, Shelly L.		
Cole, Doreen J.	02/15/18		07/01/18	06/30/18	Temp Annual	Michalski, Celeste M.		
Carlson, Susan B.	02/15/18		07/01/18	06/30/18	Cont Prob 1	Michalski, Celeste M.		
Carver, Debra T.	02/15/18		07/01/18	06/30/18	Temp Annual	Smith, Juliana A.		
Choi, Patricia H.	01/01/18		07/01/18	06/30/18	Cont 2 1/2 Perm	Smith, Juliana A.		

HR Approvers:

For those involved in approving HR workflow changes, fast and easy reviews and approvals.

Approve Deny Defer

APPROVALS. Review a list of all workflow approvals pending your approval. From the list, you can approve, deny, defer or place on hold. You can also enter a comment that will be written to the Approval record in Escape Online.

HRA APPROVALS. If HRAs are installed, approvers will have access for approving in Employee Online.

FINANCE APPROVALS. Finance document approvals will be available in a future release.

HRA#	Package Type	Item#	Item Type	Action	Comment	Created By	Created	Approving User
1	Other Misc	1	Other Misc	Defer		ESCAPE	11/20/15	JAMES1
4	Extra Work Request	1	Extra Work Request	Deny	Are you sure this should be for 5 hours?	ESCAPE	11/20/15	JESSICA51
7	Pos Changes	1	Pos Changes	Defer		ESCAPE	11/20/15	JAMES51
8	Emp Separation	1	HR Separation	Defer		ESCAPE	11/23/15	JAMES51
15	Assign New	1	Assign New	Defer		STEPH	02/08/16	JERRY51
24	Assign New	1	Assign New	Defer		ESCAPEPW	03/22/16	JERRY51
27	Extra Work Request	1	Extra Work Request	Defer		ESCAPEPW	04/29/16	JERRY51
20	School Business Req.	1	School Business Req.	Defer		ESCAPEPW	04/19/16	JESSICA51
29	Pos Changes	1	Pos Changes	Defer		ESCAPEPW	04/29/16	JESSICA51
31	Extra Work Request	1	Extra Work Request	Defer		ESCAPEPW	03/29/16	JESSICA51
32	School Business Req.	1	School Business Req.	Defer		ESCAPEPW	04/29/16	JAMES51
33	New Position	1	New Position	Defer		ESCAPEPW	04/29/16	JESSICA51
34	Assign New	1	Assign New	Defer		THEZIE	05/03/16	JERRY51
37	Assign Chg	1	Assign Change	Defer		ESCAPEPW	05/04/16	JAMES51
36	Emp Separation	1	HR Separation	Defer		ESCAPEPW	04/21/16	JAMES51
39	Extra Work Request	1	Extra Work Request	Defer		ESCAPEPW	05/04/16	JESSICA51
40	New Position	1	New Position	Defer		ESCAPEPW	05/04/16	JESSICA51
41	Other Misc	1	Other Misc	Defer		ESCAPEPW	05/04/16	JESSICA51
42	Pos Changes	1	Pos Changes	Defer		ESCAPEPW	05/04/16	JESSICA51
43	Pos Changes	1	Pos Changes	Defer		THEZIE	05/09/16	JAMES51
44	Extra Work Request	2	Extra Work Transfert	Defer		THEZIE	05/11/16	JAMES51
45	Extra Work Request	2	Extra Work Transfert	Defer		THEZIE	05/11/16	JAMES51

0 - Item Info		0 - Item Status	
HRA #	4	Status	Submitted
Item #	1	On Hold	
Item Type	Extra Work Request	HRA Comment	Extra work during 07/01/15 and 08/15/15 for 3472

1 - Request Detail		2 - Request Detail	
EmpID	3472 (Fox, Sher)	Addn ID	SUBCUST (Class Sub Custodian)
Employment Status	A (Active)	Salary Schedule	CLASSUBS (Classified Sub)
Type of Work	2 (Class)	Salary Placement	225A (\$10.54-22.50-A)
Location Requesting	0001 (County Office of Ed)	Default EWR Rate	16.54
Work Location	0001 (County Office of Ed)	Override EWR Rate	0.00
Description of work to be performed	Description	Total Amt Authorized	300.00
Comment			
Division			
AcademicDeptInfo			
Date Work Starts	07/01/15		
Date Work Ends	08/15/15		
Employee Regular Assignment			

Pos Changes				
Item Type	Lvl	Status	Approver	Approved By
Pos Changes	10		JAMES (James)	
Pos Changes	20		JESSICA (Jessica)	
Pos Changes	30		JERRY (Jerry)	

HRA Drill Down

ITEM INFO. Sometimes you need more information before giving your approval. The drill down for the HRA shows critical information from the item.

APPROVALS. Understand where your approval is in the scheme of the workflow. See all completed and pending approvals and any comments made by approvers.

HISTORY. The History record details certain events in the life-cycle of the HRA, including submission, posting and approvals.



Any place. Any time. Any device.
Employee Online Portal



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