Madera Unified School District

Employee Portal

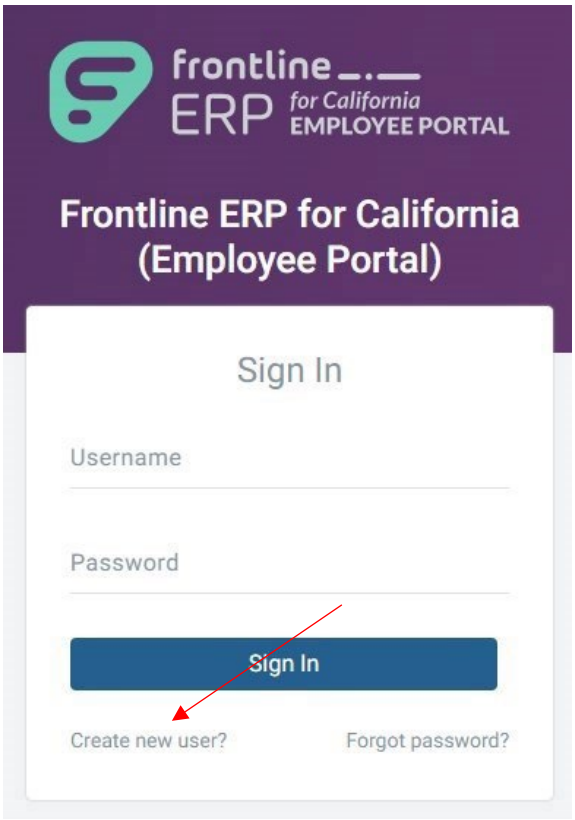
Via the Portal, employees can access their own personal contact information as well as view their Benefits and Leaves. Also accessible are employee pay stubs, reimbursements, W2s, and 1095 statements.

Employees can try different scenarios for changes to taxes, including marital status, allowances, additional deductions and more. Employees can submit a request to change federal and state withholdings. These requests are routed through an approval process before being posting to the Financial System.

Instructions for Employees: Using any browser, enter the following URL in your web browser address bar: https://eportal.mcsos.org

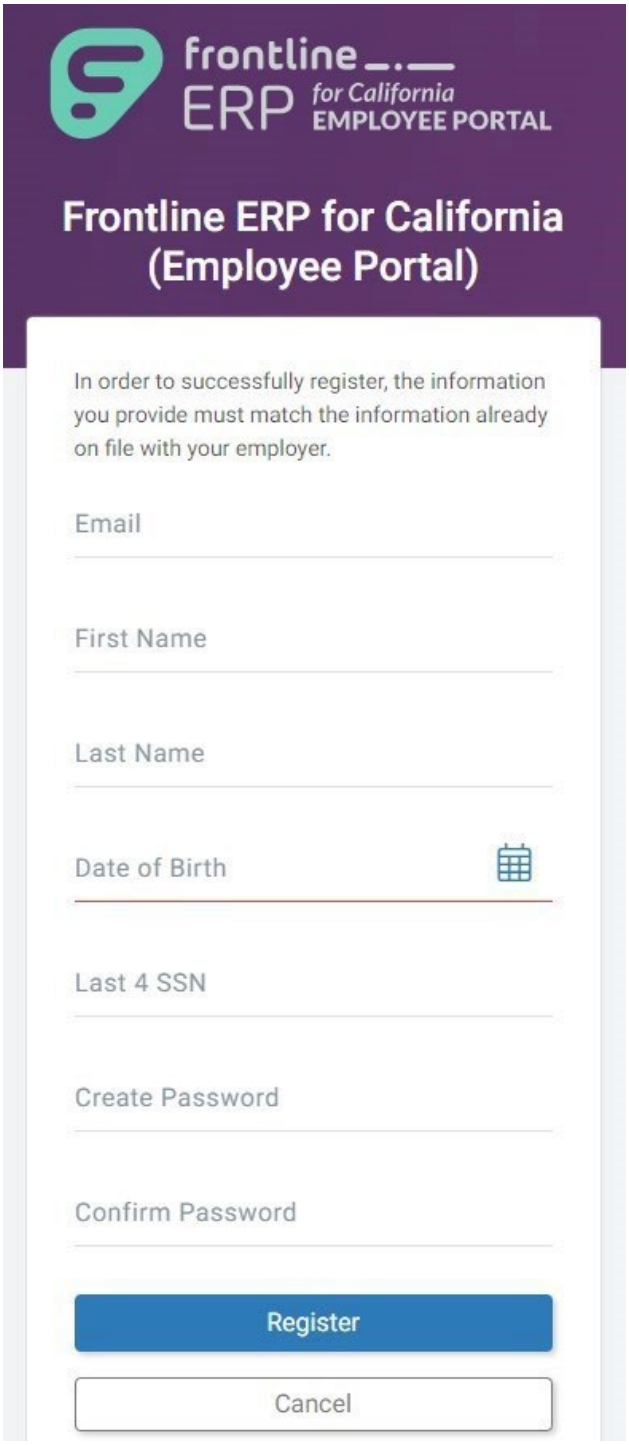
First time users will need to register on the portal*

Select **'Create new user?'**



Employee Portal

If the information entered does not match your Employment record within your district, you will receive the following error:



Fill out all the information fields in the registration window

The information MUST match what your employer has on file (email should be your work email address).

Once the fields are complete, select REGISTER

Password rules:

- Contains at least 15 characters
- Contains 1 lower case character(s)
- Contains 1 upper case character(s)
- Contains 1 numerical character(s)
- Contains 1 special character(s)

Employee Portal



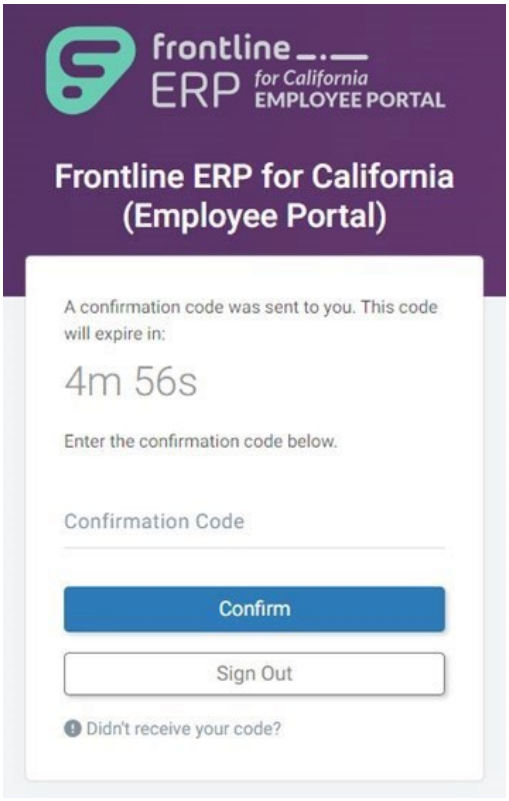
Make the appropriate changes and select 'REGISTER' again. ***If you receive this error again, please contact the Human Resources to determine the discrepancy.***

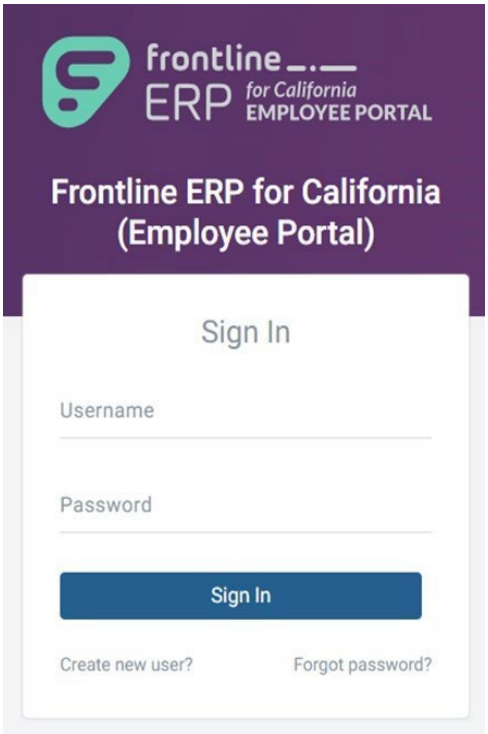
1.After the information you keyed is accepted, check your work email for the confirmation code.

2.Key the code received into the window

(***code expires after 5 minutes***).

3.Select CONFIRM





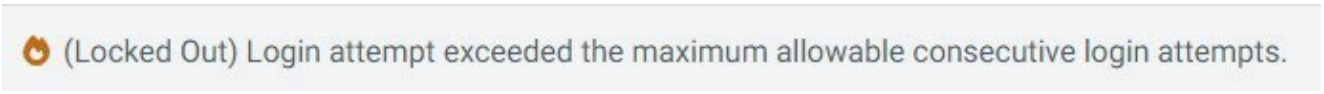
You are now ready to explore the Employee Portal! Enter your work email and newly established password and select SIGN IN.

Employee Portal

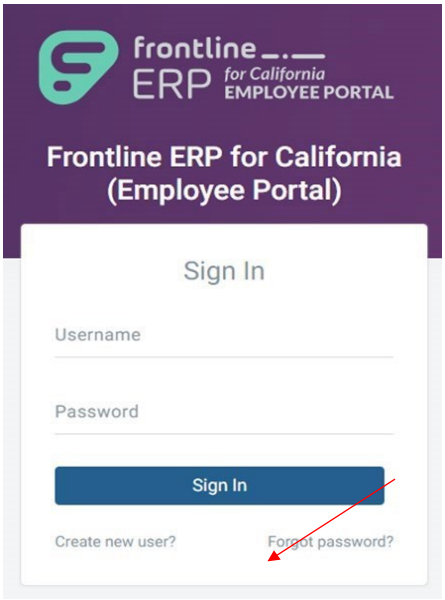
If at any time after you have successfully registered with the Portal and you are trying to login, if you key in the incorrect password, you will receive the following error:



You will have 5 attempts to log in. If you are unsuccessful after the 5th attempt, you will be given the following error:

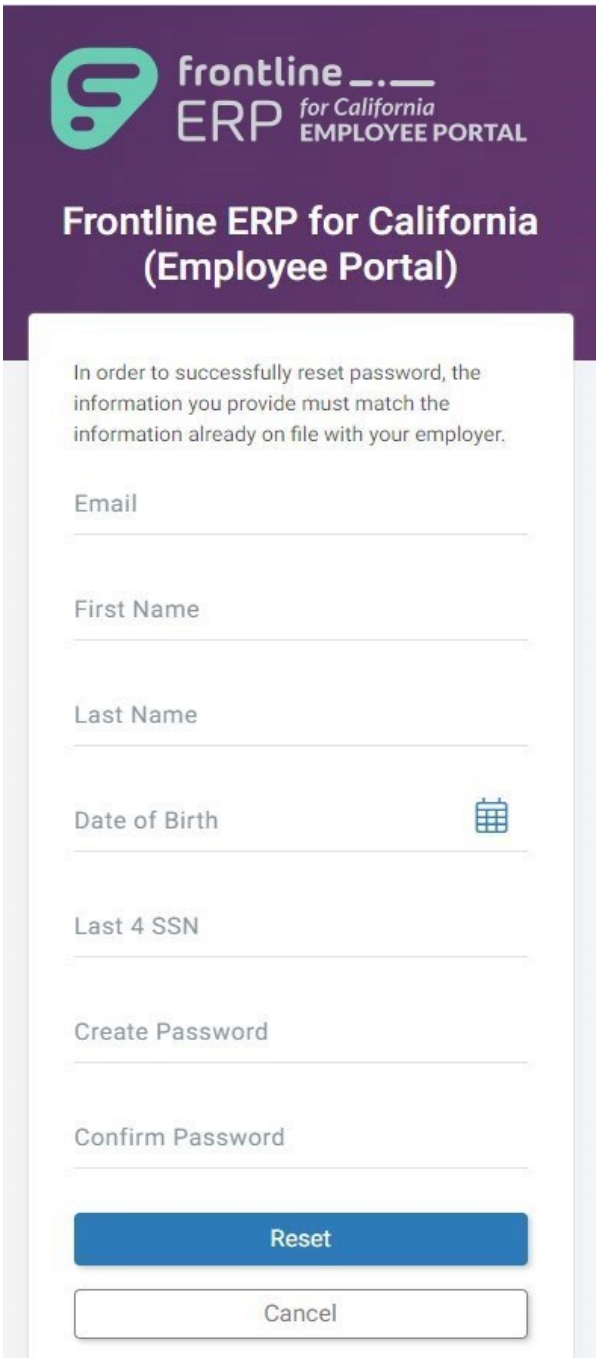


If your account becomes locked, please wait 5 minutes and the system will reset. **Do not attempt before the 5 minutes is up**. Once the lock is removed, use the Forgot Password feature to reset your password.



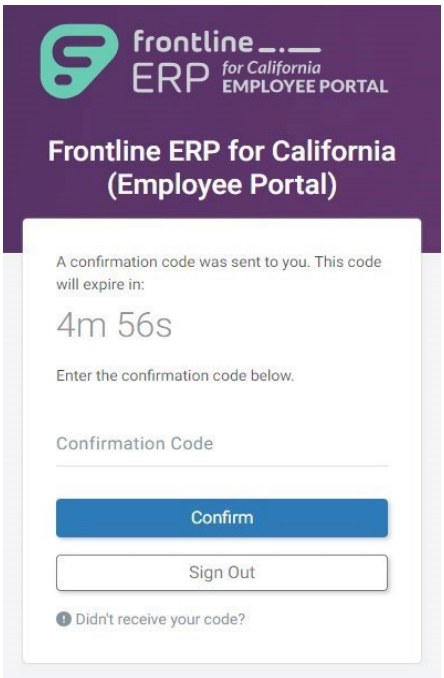
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You will be asked to complete the matching employment information again and to create a new password that matches the password criteria (reference page 2), and then select RESET. Please use your legal name as found on your paystub.



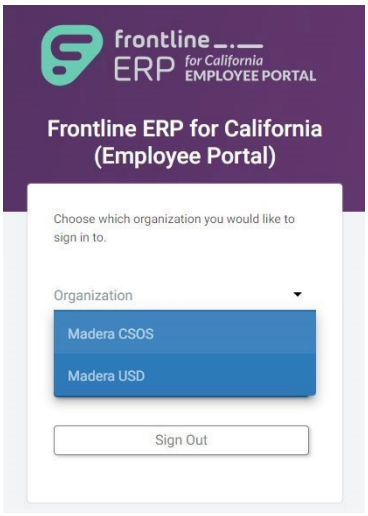


Check your email for for the confirmation code and enter it in the Portal.



Again, you will have 5 minutes to enter the code.

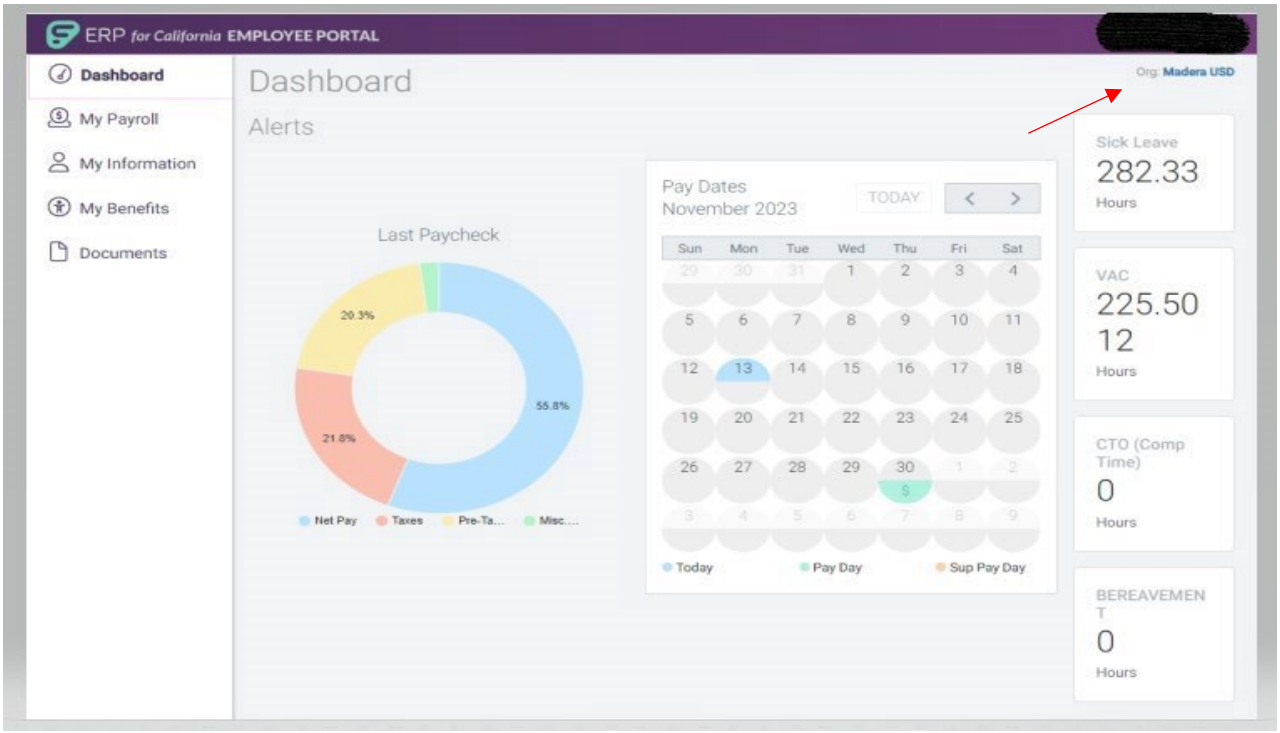
Employee Portal



Once you have successfully logged in to the Portal, you may be asked to choose an Organization if you have worked for more than one organization in Madera County.

Once you are logged in, you will land on the Dashboard where you may see any Alerts that your district sends you, as well as being able to select from the menu options on the left hand side.

If you need to change your password at any time in the future, you would click on the dropdown next to your name on the top right corner and select Settings:



Employee Portal



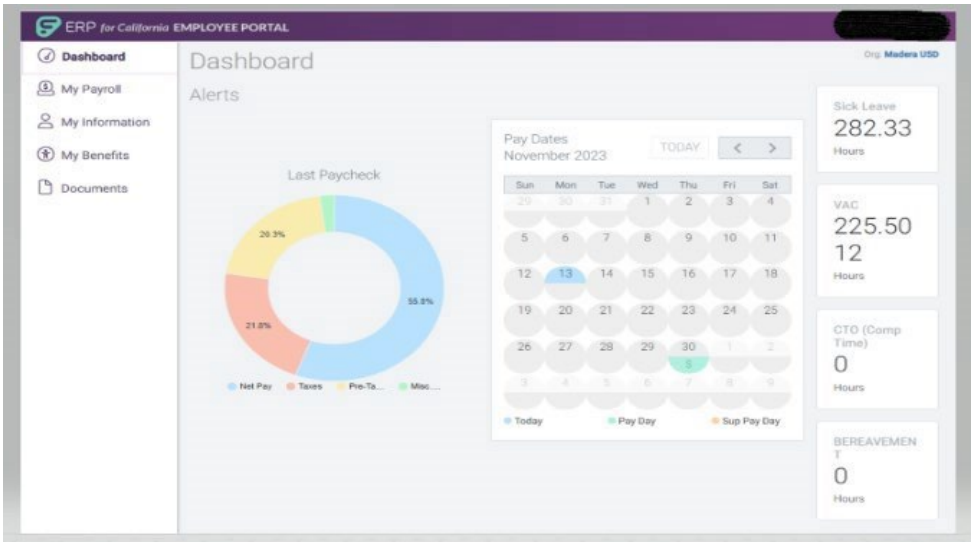
From My Settings, you will select CHANGE under the Password section

A dialog box will open where you enter your current password, then enter and confirm a new one, then select CHANGE



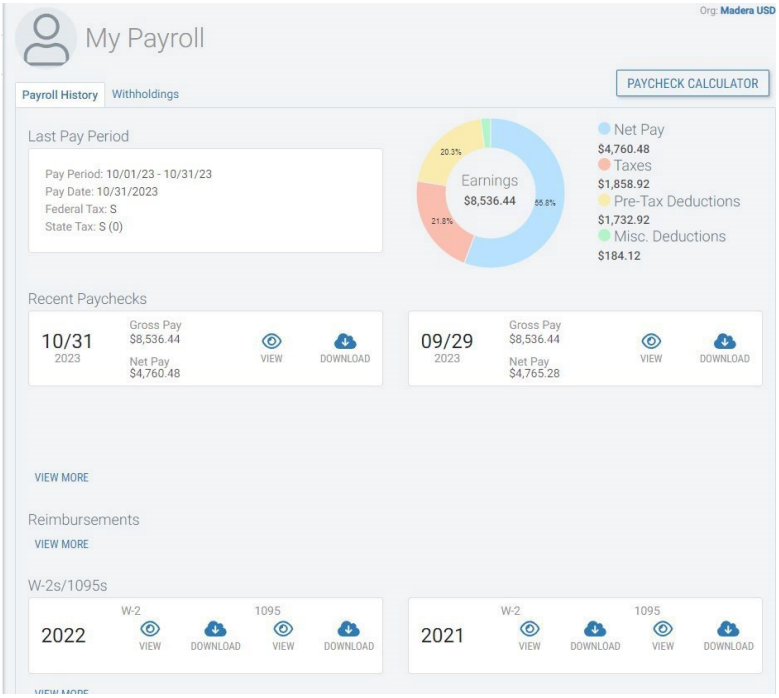
Dashboard

From the Dashboard, you can explore the various menu options. Please note that popup blockers will block you from seeing attachments from the Portal. You may need to turn off your browser's popup blocker.

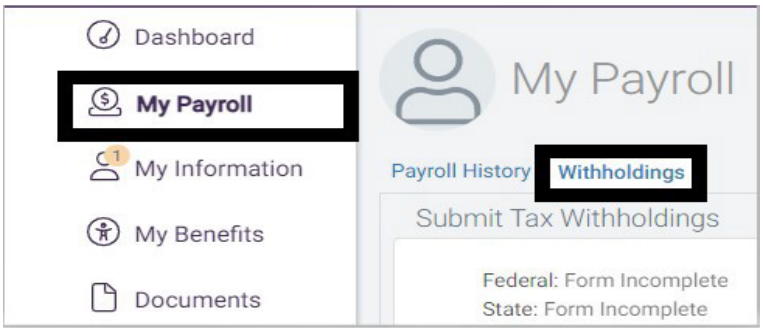


Employee Portal

My Payroll

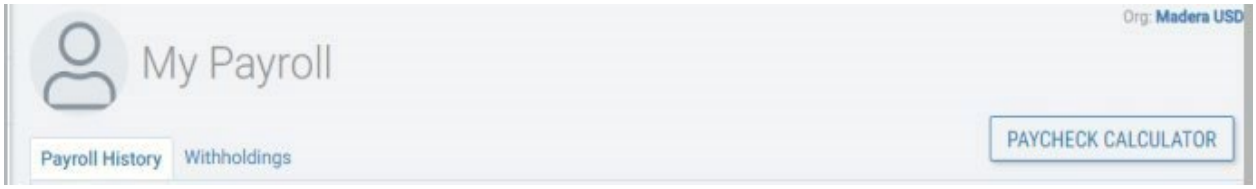


- Last Pay Period – Displays summary information from last pay check, including tax withholding.
- Recent Paychecks– Displays a configurable number of months of the employee's gross and net pay, with links to paycheck snapshots.
- Reimbursements - Displays a configurable number of months of employee reimbursements, if processed in AP with EmpID.
- W2 Statements – Provides links to W2 snapshots for all years processed in the software.
- 1095 Statements – Provides links to 1095 snapshots for all years processed in the software.
- Paycheck Calculator – Allows employees to change W-4 and DE 4 settings, earnings and deductions to estimate their net pay.
- Withholding Changes – Allows employees to submit a W-4 and DE 4 electronically for HR approval. For tax withholding changes go the left hand menu, click My Payroll, and then the Withholdings tab in the My Payroll screen.

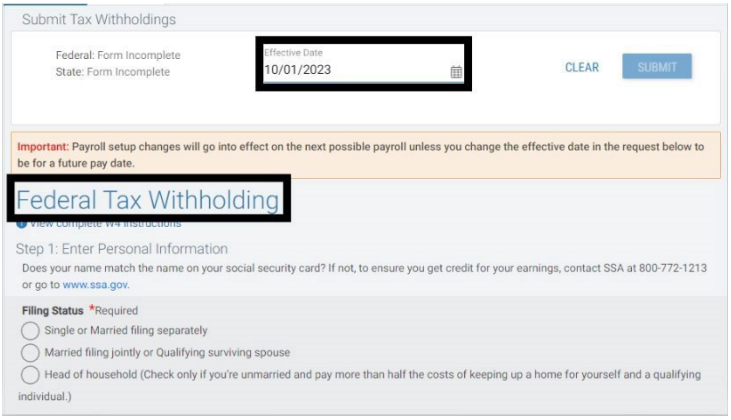


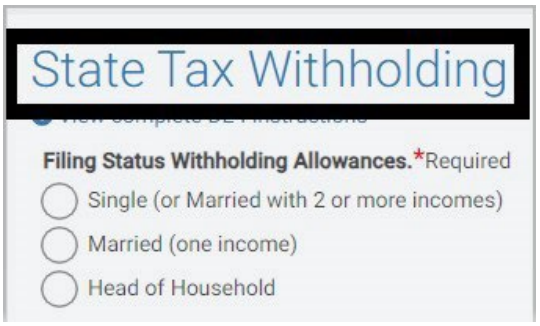
Employee Portal

It is highly recommended that you use the PAYCHECK CALCULATOR to review how any changes you plan to make to your tax withholding will affect your paycheck.

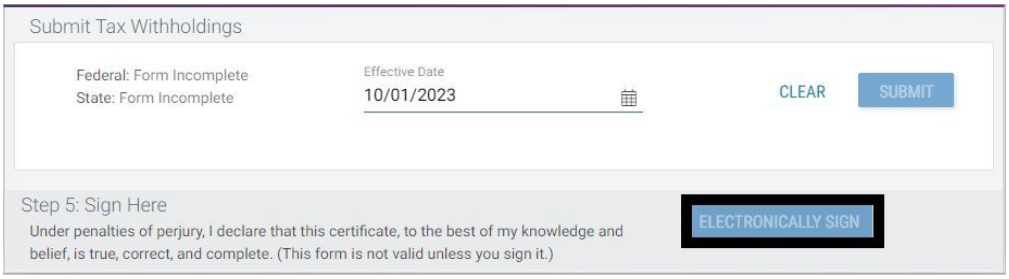


To update your tax form(s), enter the date you want this change to take effect. You will need to complete the e-form for each withholding (Federal/State) you want to make a change to.



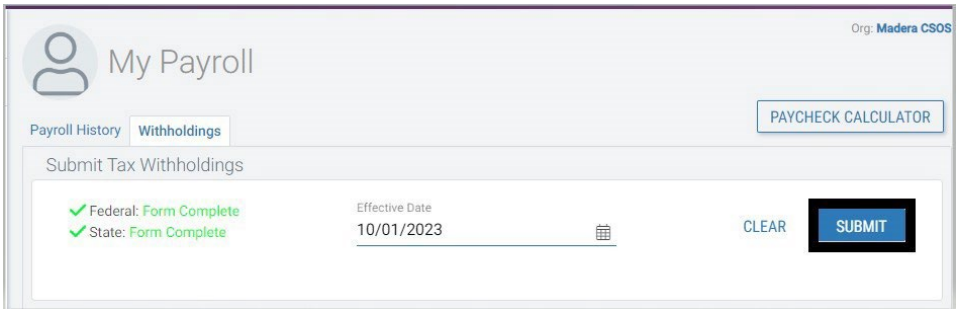


At the end of each form there is a button labeled ELECTRONICALLY SIGN that you will need to click. You will see the status of the form change from Incomplete to Complete once you electronically sign.

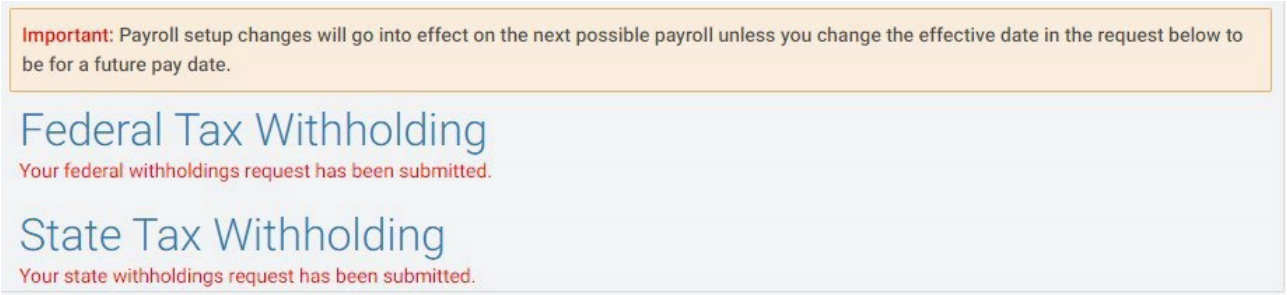


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Once you have completed all of the changes you want to make you will need to click SUBMIT at the top of the screen.



Once you have submitted you will receive this message. This means that the form(s) has been submitted to your district to review and update. You will also receive an email with the changes you have submitted, and an additional email when your changes have been posted.

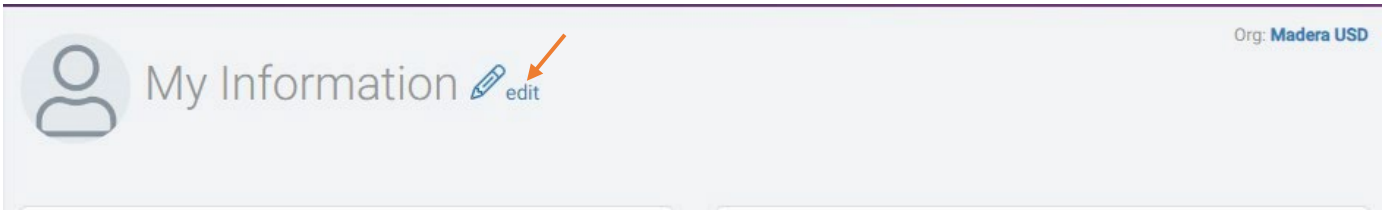


My Information

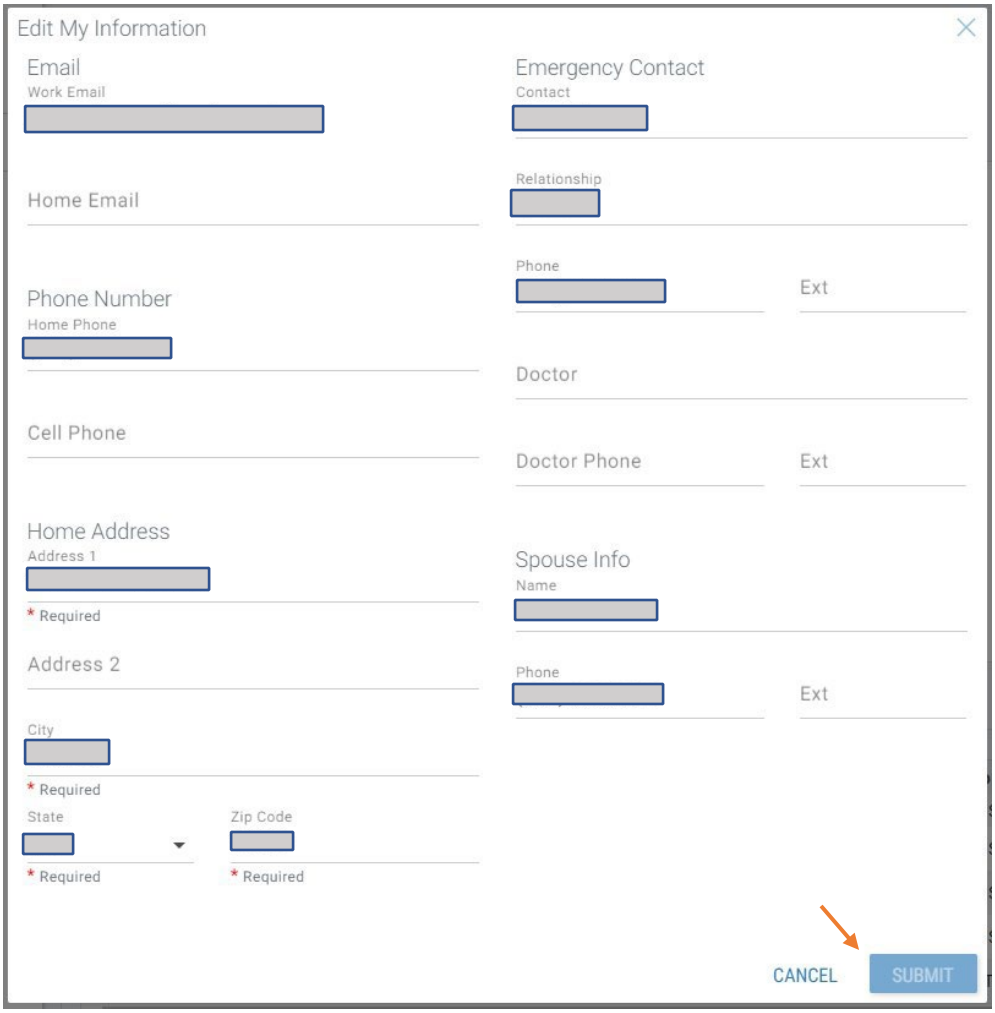
- Demographic information – Displays employee demographic information from the first tab of the Employee record, such as address/phone/emergency.
- Assignments – Lists an employee's past, current, and future assignments.
- Credentials – Lists an employee's credentials. Does not include archived records.
- Education – Lists an employee's education records, including degrees, trainings, licenses, units, EL authorizations and assignment options.
- Requirements – Lists an employee's requirements, including TB Expiration, Concussion Training, etc.

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To update or make changes to your “My Information” section, you will need to click on “edit” as shown below.



It will then take you to the screen shown below, where you can submit changes to your information.

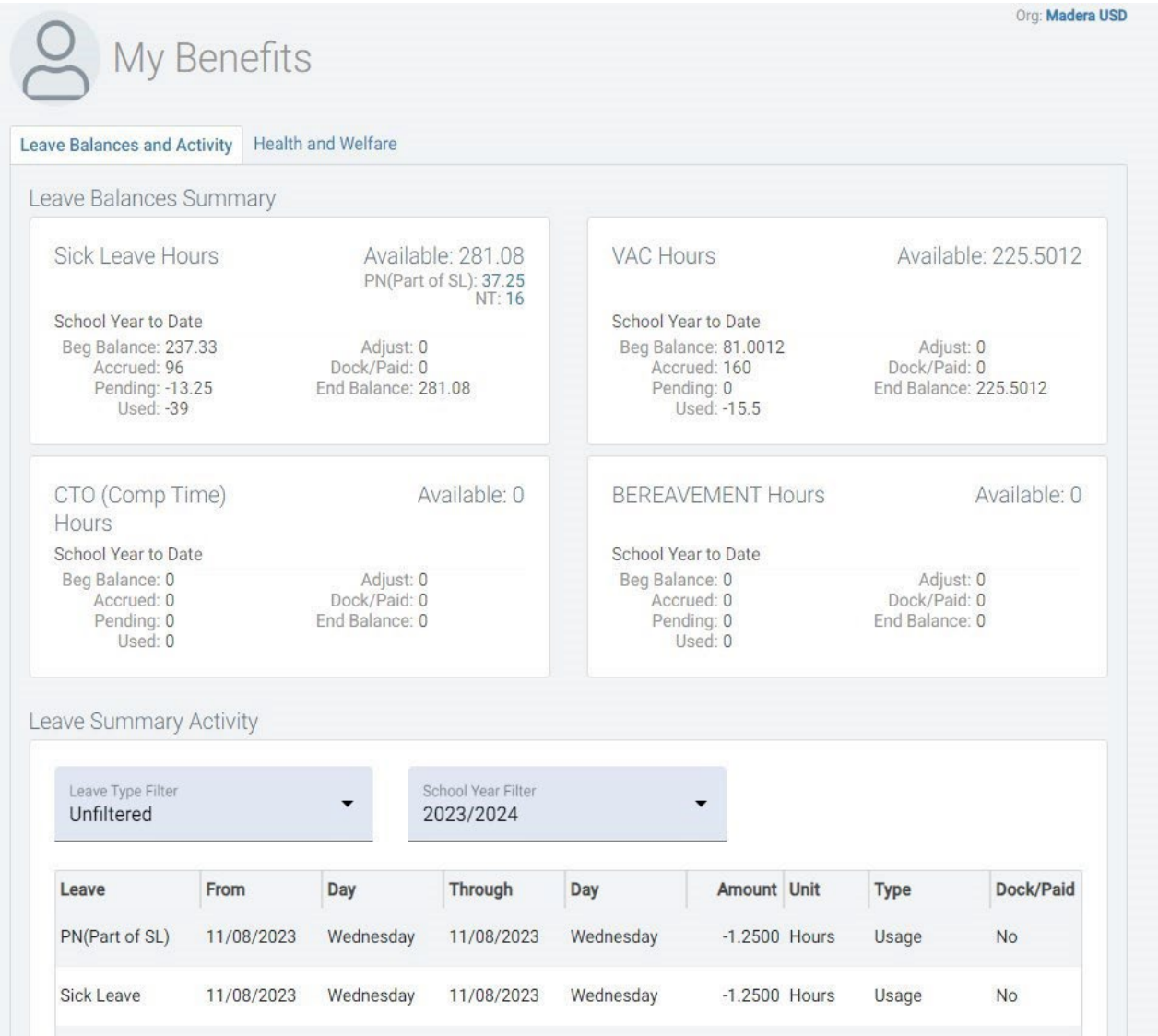


Employee Portal

My Benefits

Leave Balances and Activity

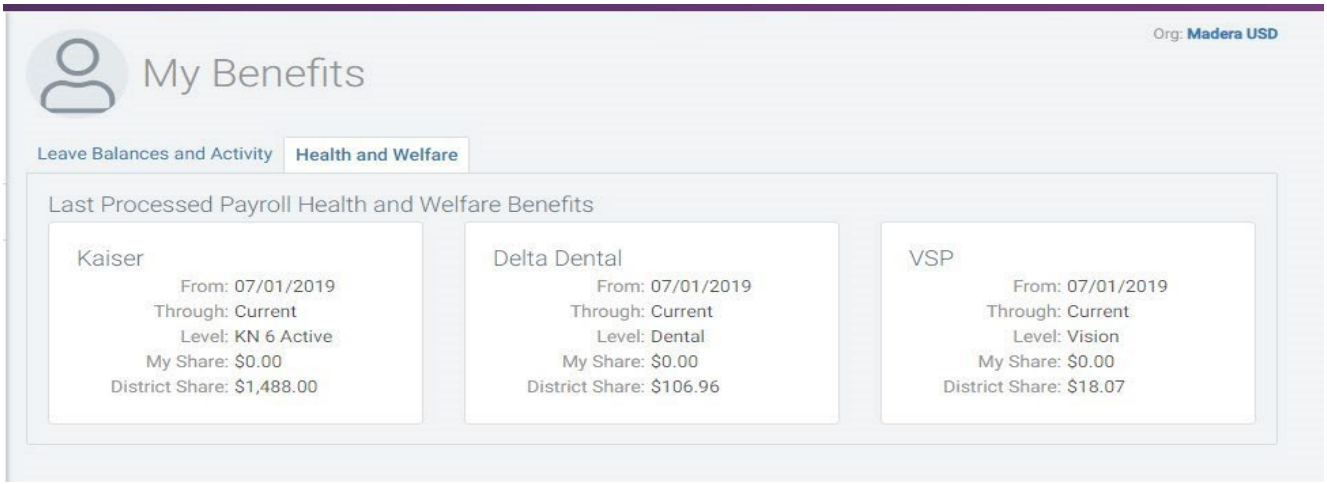
- Leave balances – Shows the leave balances that a district has chosen to display.
- Leave uses – Shows the leave transactions for the balances shown, including pending transactions.



Employee Portal

Health and Welfare

- Health and Welfare benefits – Shows the current and past health and welfare benefits from the Employee record.
- Dependents – Shows minimal information from the active dependent records for the employee, including medical flag for ACA purposes.



My Team – only shown if an individual holds a position defined as a Supervisor in the Financial System.

- Direct Reports – Displays employees with addons or positions that are related to the supervisor, as defined by the Supervisor Position in the Position Detail or Addon setup. Ability to drill down to a configurable level in the organization.
- Employees – Drills down to employee demographics, assignments, education, requirements and leaves.
- Current Vacancies – List of current vacancies.
- Upcoming Evaluations – Displays scheduled evaluations, including scheduled date, type and evaluator.
- Upcoming Leaves – List of upcoming and recent leaves.

Employee Portal

Documents

- New Documents – Displays documents for employee review. Includes response lookups, as appropriate.
- Document Repository – Displays a history of documents to which the employee has responded.



Tips:

- *If you are idle in the portal for over 10 minutes, you will be prompted to sign in again.*
- *Queue Time out is 15 minutes, at that point you will need to reselect the activity.*