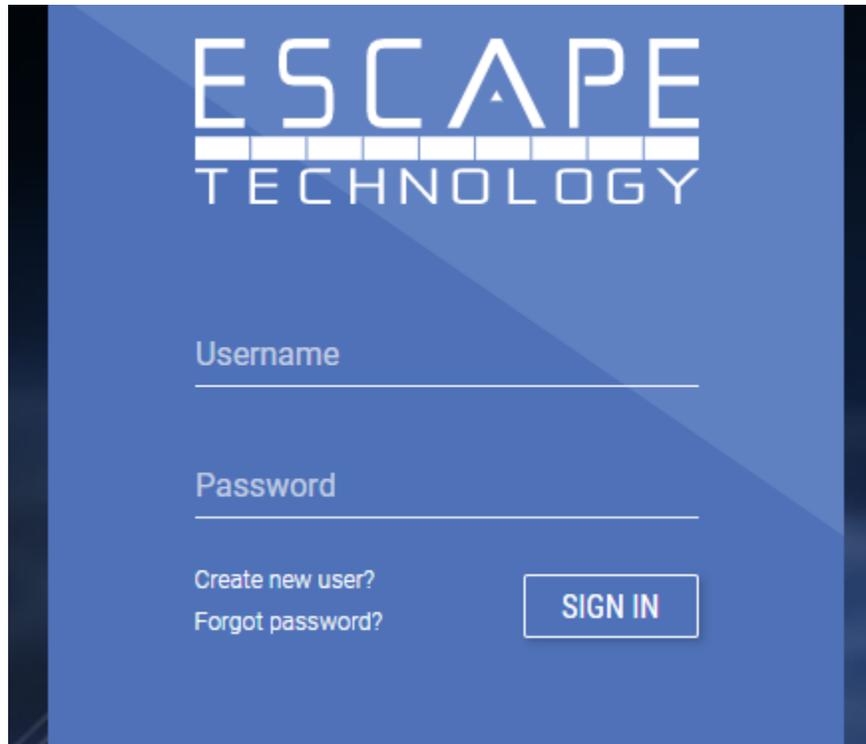


How to use the Employee Portal

Go to <https://tehamaportal.xcoe.online/#/login>



ESCAPE
TECHNOLOGY

Username

Password

Create new user?
Forgot password?

SIGN IN

If this is your first time using the portal, you will need to set up your account by clicking [Create new user?](#)

If you have used the portal before, you can simply enter your user ID and password and click

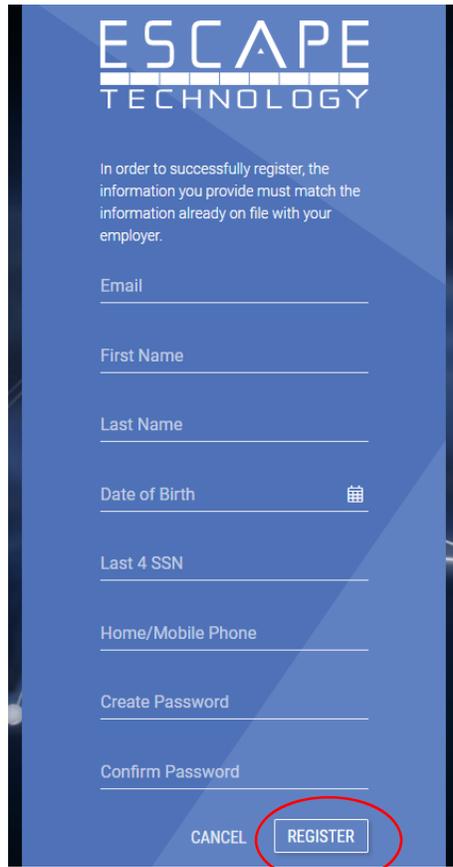
SIGN IN

Creating a new user

First time users need to set up their account. In order to register, you will need to make sure the information you provide matches what you have given CUESD.

Once you have entered all of your information, click

REGISTER



ESCAPE
TECHNOLOGY

In order to successfully register, the information you provide must match the information already on file with your employer.

Email

First Name

Last Name

Date of Birth

Last 4 SSN

Home/Mobile Phone

Create Password

Confirm Password

CANCEL REGISTER

If the system does not recognize the information you provided you will receive the following notification:

⚠ Information given does not match any records on file.

Review your entries. If you do not see an issue, please contact Kristen at the District Office at 530-824-7701 ext. 1255 or, klacy@cuesd.net

Dashboard

Once you have successfully signed in to your portal account you will be taken to your dashboard. This is where you can view your leave balances, pay detail information, your insurance benefits, and other documents including your W2 and paystubs.

2

3

4

1

TIP: Hovering over the percentage with your cursor will bring up a text box showing the dollar amount.

1 – Leave Balances: Shows balances of all leave types available to the employee. *Keep in mind any time taken in the current month will not be reflected until the next month.

2 – Dashboard Tabs: Allows you to navigate all available pages of your dashboard.

3 – Pay Breakdown: Shows a detailed percentage breakdown of your last paycheck allowing you to view your net pay, tax amount, pre tax deductions, and misc. deductions.

4 – Calendar: Shows pay dates for the district.

My Payroll

My payroll is the second option in your Dashboard Tabs, and is a great resource for taking a more detailed look at your pay.

Org: **Corning Elementary School**

My Payroll

Payroll History | Withholdings

PAYCHECK CALCULATOR ← 4

1 Last Pay Period
Pay Period: 05/01/20 - 05/31/20
Pay Date: 05/29/2020
Federal Tax: M (1)
State Tax: M (1)

Net Pay
Taxes
Pre-Tax Deductions
Misc. Deductions

2 Recent Paychecks

Pay Date	Gross Pay	VIEW	DOWNLOAD	Net Pay	VIEW	DOWNLOAD
05/29 2020	[input]	[eye icon]	[download icon]	[input]	[eye icon]	[download icon]
04/30 2020	[input]	[eye icon]	[download icon]	[input]	[eye icon]	[download icon]

VIEW MORE ←

3 W-2s/1095s

Year	W-2	1095	VIEW	DOWNLOAD	VIEW	DOWNLOAD
2019	[eye icon]	[download icon]	[eye icon]	[download icon]	[eye icon]	[download icon]
2018	[eye icon]	[download icon]	[eye icon]	[download icon]	[eye icon]	[download icon]

VIEW MORE ←

***TIP:** Clicking “view more” will allow you to view earlier documents.

1 – Last Pay Period: Provides dates and summary on tax selections for the last pay period.

2 – Recent Paychecks: Allows the employee to **view** or **download** their most recent paystubs*

3 – W-2s/1095s: Allows the employee to **view** or **download** their most recent tax forms*

4 – Payroll Calculator: Allows the employee to see the effects on net pay for pay changes, tax withholding changes and deduction changes. It should not be relied on to calculate exact taxes/pay, but is a great resource to get an idea of how a change could affect the net check.

My Information

This is third on your dashboard tab and holds all your information in one place.

Org: [Corning Elementary School](#)

My Information

First M. Last

Hire Date: C

Employee Number

.

Phone Numbers

Home: (530) :

Mobile: (530)

Emails

Work @cuesd.net

Personal:

Employee Directory

No Information

Home Address

Mailing Address

Spouse

No Information

Emergency Contact

No Information

Doctor

No Information

Assignments

Credentials

Education

Requirements

Status	Pos#	Type	Location	From	Through	FTE	Job Category	Job Class	
Current		Paid		07/01/2019	06/30/2020	1			MY CA
Past		Paid		12/01/2018	06/30/2019	1			MY CA
Past		Paid		07/01/2018	11/30/2018	1			MY CA
Past		Paid		04/05/2018	06/30/2018	1			MY CA

Total Records: 4

1 – Assignments: Shows the employee their current and past assignments along with a date range.

2 – Requirements: Shows the employee information regarding required documentation and testing, including their driver's license number and TB test expiration date.

3 – My Calendar: Brings up a PDF of the calendar associated with the position. Shows employee workdays, and holidays.

My Benefits

This is fourth on your dashboard tabs and holds all of your benefit information.

There are two main tabs; **Leave Balances and Activity**, & **Health and Welfare**

Org: **Corning Elementary School**

My Benefits



Leave Balance and Activity:

1

Sick Leave Hours Available:

School Year to Date

Beg Balance: Adjust:

Accrued: Dock/Paid:

Pending: End Balance:

Used:

Personal Necess Hours Available:

School Year to Date

Beg Balance: Adjust:

Accrued: Dock/Paid:

Pending: End Balance:

Used:

PB Hours Available:

School Year to Date

Beg Balance: Adjust:

Accrued: Dock/Paid:

Pending: End Balance:

Used:

Vacation Hours Available:

School Year to Date

Beg Balance: Adjust:

Accrued: Dock/Paid:

Pending: End Balance:

Used:

Bereavement Hours Available:

School Year to Date

Beg Balance: Adjust:

Accrued: Dock/Paid:

Pending: End Balance:

Used:

Jury Duty Hours Available:

School Year to Date

Beg Balance: Adjust:

Accrued: Dock/Paid:

Pending: End Balance:

Used:

Workers Comp Hours Available:

School Year to Date

Beg Balance: Adjust:

Accrued: Dock/Paid:

Pending: End Balance:

Used:

Leave Type Filter
Unfiltered

School Year Filter
Unfiltered

Leave	From	Day	Through	Day	Amount	Unit	Type	Dock/Paid
Vacation	02/19/2020	Wednesday	02/21/2020	Friday	-24.0000	Hours	Usage	No
Vacation	12/26/2019	Thursday	12/30/2019	Monday	-24.0000	Hours	Usage	No
Sick Leave	12/18/2019	Wednesday	12/20/2019	Friday	-24.0000	Hours	Usage	No
Sick Leave	10/28/2019	Monday	10/28/2019	Monday	-3.7500	Hours	Usage	No
Vacation	10/25/2019	Friday	10/25/2019	Friday	-8.0000	Hours	Usage	No

Total Records: 15

2

1 – Shows a balance of leaves individually, along with usage and end balances.

2 – Shows a breakdown of days used, type of leave, and hours docked/granted.

My Benefits cont.

Health and Welfare:

Leave Balances and Activity **Health and Welfare**

Dependents

<input type="text"/> Relation: Spouse Med Coverage: Yes DOB: <input type="text"/> Age: <input type="text"/>	<input type="text"/> Relation: Child Med Coverage: Yes DOB: <input type="text"/> Age: <input type="text"/>
---	--

Current Health and Welfare Benefits

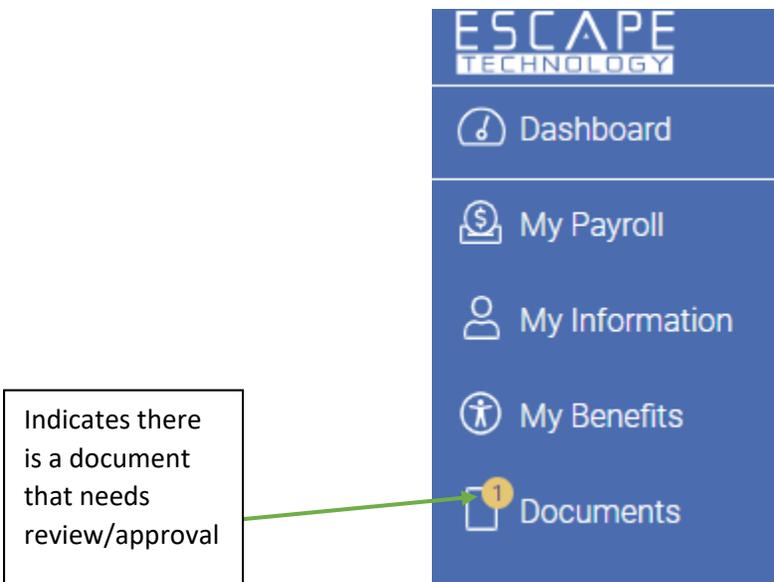
CVT Conf. Medical 125 From: 05/01/2018 Through: Current Level: My Share: District Share:	CVT Conf. Dental 125 From: 05/01/2018 Through: Current Level: My Share: District Share:	CVT Conf. Vision 125 From: 05/01/2018 Through: Current Level: My Share: District Share:
CVT Life Insurance From: 05/01/2018 Through: Current Level: My Share: District Share: <input type="text"/>		

This tab shows information on the employee's dependents as well as a breakdown on cost, and coverage months.

My Documents

This is the final tab, but may be the most important. This is where all the documents sent to you from the District Office will stay. You can view, download, and approve right from your computer or smart device.

There will be times that you will be required to review, and agree to/acknowledge a document. Leaves, or Employment Notifications are a good example. If a document needs your approval/review, you will see a “1” next to your Documents tab



Employees will also receive an email letting them know there is a document that requires their attention.

Documents cont.

The Documents page will look something like this:

Org: Corning Elementary School

Documents

Date received: 06/19/2020
You've had this document 1 day(s).

 Download

Action required SUBMIT

Document Repository

Document Name	Date Received	Action Date	Action Taken	View
Please Review	06/19/2020	06/19/2020	Acknowledged viewing and reading the contents of this document.	
EMPLOYEE NOTIFICATION 19-20	05/21/2020	05/21/2020	Acknowledged viewing and reading the contents of this document.	 
	03/13/2020	03/13/2020	Acknowledged viewing and reading the contents of this document.	 

Total Records: 3

1 – Documents that need review will be shown here. They will indicate action required and will have a drop down option. Once the drop down is clicked employees have the option to acknowledge they have read the document.

Date received: 06/19/2020
You've had this document 1 day(s).

 Download

Action required

I have viewed and read this document

2 – Past documents show here. You can view and download them at any time.