

INSTRUCTIONS FOR EMPLOYEE ACCESS

1. To log in for the first time: Please make sure you login to link your account as soon as possible. Go to the school website to find the link to Employee Access

MSAD31 – go to www.sau31.org – More – Infinite Visions

MSAD41 – go to www.msad41.us – Staff Resources – Employee Access

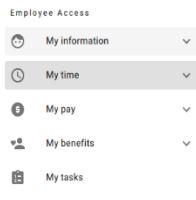
- Enter your school email address and the password sent to you via Gary Roberts

- Enter a backup email and phone number for future password resets and verify

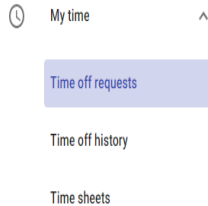
- Once verified you will be prompted to enter information to link your Employee Access Account such as: email address, Date of birth, last four digits of your social security number and your zip code. This will only need to be entered the first time you log in. Every time after you only need to enter your email and password.

2. Request time off:

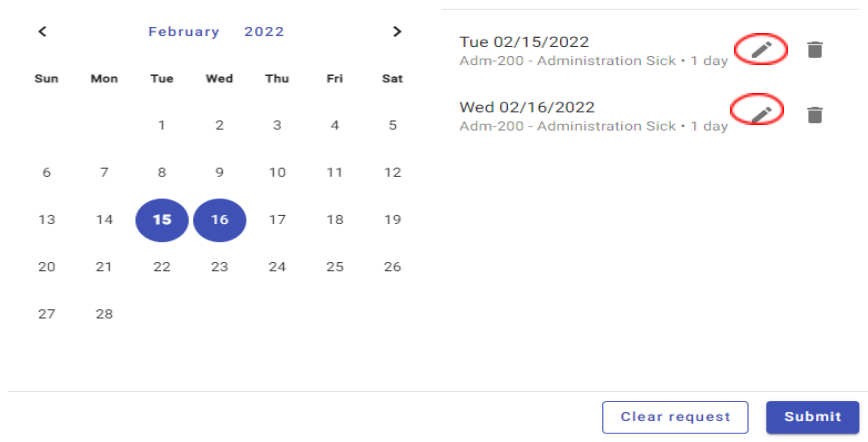
On the left-hand menu Click My Time



The Click Time off Requests



Click on the day(s) you are requesting on the calendar, so they display to the right of the calendar



Click the pencil (circled in red above) next to each request to open another window where you can edit the details of your request:

- Select the Type of Request (Sick, Personal, Other, etc)
- Select the Specific Use (Sick, Personal, Without pay, etc)
- Enter the amount of day or # of hours depending on the plan
 - (.25, .50, .75, or 1) for days
 - (1,2,3,4,5,6,7 or 8) for hours
- Enter time and then click Save

Tuesday, February 15, 2022

08:00 - 16:00 (Adm-200 - Administration Sick)

Type*
Adm-200 - Administration Sick

Specific use
Sick

Amount*
1 day

Start time*
08:00 AM

End time*
04:00 PM

+ Split day Cancel Save

This window will now close. You can edit the next request if you have more than one, but if you don't, then you can click Submit on the page to submit your request.

Clear request Submit

3. To Make changes to taxes and simulate your pay to check changes:

- Click on My Pay in left-hand menu

Employee Access

- My information
- My time
- My pay**
- My benefits
- My tasks

- Click on Pay & Tax Information

Here you can see an overview of your pay checks, year to date pay, and your compensation statement.

Pay & tax information

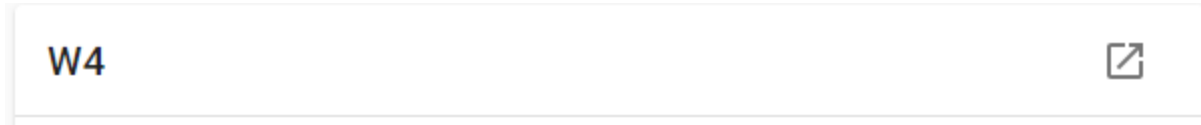
Overview Year-to-date pay Compensation statement

You can view your direct deposit information and submit for changes by clicking the pencil icon

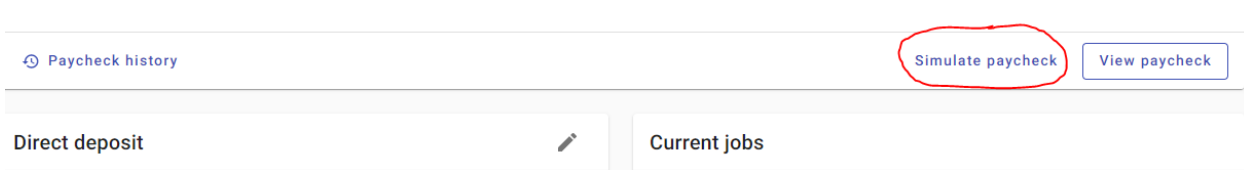
Direct deposit



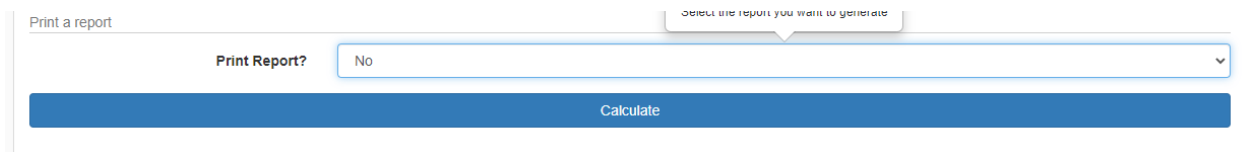
You can view your tax information and submit for changes by clicking the square with arrow icon



You can also use the paycheck simulator to see how making tax changes will affect your paycheck



In the next window, make changes to your federal W4 and state W4 as well as any direct deposit changes and click calculate at the bottom



The scroll to the top of the page to see the calculator results which will show your new Net pay amount based upon the changes you simulated. You can then go back to your Pay & Tax Information and submit those changes for Payroll approval.