

# EMPLOYEE ACCESS

Follow these 4 simple steps to have access to your employee information, including: pay information, year to date totals, personal information, banking information, deductions, leave balances, and W-2.

Address or Phone Number changes contact Kathy Peel, Human Resources @ extension 6100

Withholding or Banking changes contact Alicia Boswell, Payroll @ extension 6203

1

Employee Access

User Name:

Password:

County District: 094903

Login

New User

Forgot Password

**IMPORTANT:**  
This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.

2

https://txeisab03.esc13.net/EmployeeAccess/app/createNewUser?execution=e3s1

Employee Access Version:

Employee Access > New User

Please enter your employee number, date of birth, and zip and click Retrieve.

Employee Number  (no dashes)

Date of Birth    (mm dd yyyy)

Zip Code

Enter your information and click Retrieve.

3

Employee Access > New User

Save

Employee Number

Date of Birth

Zip Code

Last Name

First Name

Please enter the security information and click the save button.

User Name

Password

Password Verification

Work E-mail

Home E-mail

Home E-mail Verification

Hint Question

Hint Answer

Fill in all information and click save.

User name must be 6 - 8 characters

Password must be 6-8 characters AND contain a number.

4

Employee Access Version: 2.0.0003

Inquiry Self-Service

Main Page Calendar Year to Date  
Current Pay Information  
Deductions  
Earnings  
Leave Balances  
W-2 Information

Welcome to the system. If you have any questions please call Alicia Boswell at 6203

Click on any of the topics in the Inquiry drop down to view your information.

You can print any of the information in the Inquiry drop down.

If you forget your password click on the Forgot Password link on the log in page.

If you are still not able to access your account, contact Alicia Boswell at extension 6203.