Welcome to the Employee Information System (EIS)

We have set up the TSD website to be the gateway to the Employee Information System (EIS), an online system for you to view and print your earnings statements and leave summaries.

You must have an assigned TSD email in order to use the EIS system.

Exceptions: Substitute employees and regular employees who do not have email will still receive paper copies.

There is a series of three steps to be able to gain access to the Employee information System lets begin.

1. Go to the TSD website and click on “Staff” tab
2. Click on the link name Employee Information System (Susan Combs Texas Comptroller of Public Accounts)

For first time access you will have to use the web employer initial user ID located at the top of your printed earning statement, this ID is case-sensitive. If you have 0 in your Web ID it will always be zero not the letter O. For your password you will use your last six digits of your social security.

3. Now you will be able to create your own user name and password to view future statements and leave summaries and by doing the following steps:

A. Create a User ID with a minimum length of seven characters.
B. Create a password and you will need to confirm your password by re-typing

Use the following for Password Rules:

- Uppercase (A-Z)
- Lowercase (a-z)
- Numeric (0-9)
- Non-alphanumeric (e.g., !, $, #, %)

C. Re-type your password for confirmation
D. Choose a Security Question
E. Provide an Answer. The minimum length is characters
F. Provide your work email address.
G. Re-type your work email address for confirmation.
H. Choose your email notification preference.
I. Click on the Submit button.

Note: Your password expires 90 days from the date of last update. You may not use the last five passwords as your current password.

Tips

If you have attempted more than once to access your account and made a mistake please quit the website completely to clear any “cookies” or it will lock the account.

If you are locked out of the EIS account and need to be reset, please contact or email the HR Payroll Officer, Payroll Assistant or Time and Leave Specialist by using the following information:

Cristina Hernandez  Payroll Officer
Email:  cristina.hernandez@tsd.state.tx.us
Phone  5362

Rosalinda Rivera  Payroll Assistant
Email:  rosalinda.rivera@tsd.state.tx.us
Phone  5321

Rudy Gomez  Time and Leave Specialist
Email:  rudy.gomez@tsd.state.tx.us
Phone VP  512-462-7854