

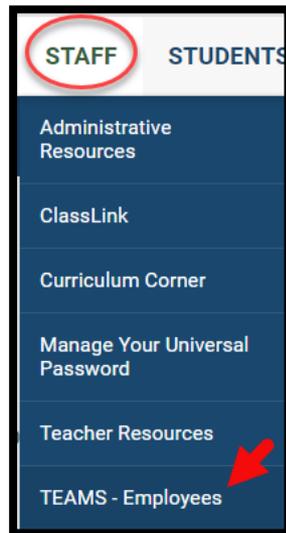
EMPLOYEE SERVICE CENTER (ESC)



Personal Information
Leave Balances
Absence Reporting
Employee Time Card
Employee Payroll Information

TEAMS Login Screen

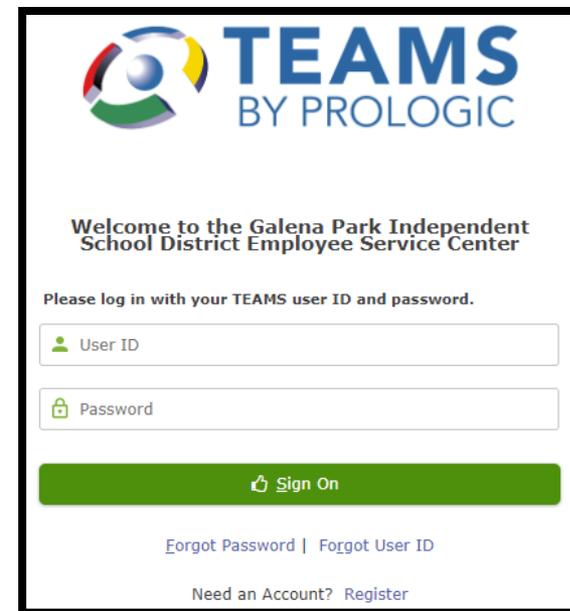
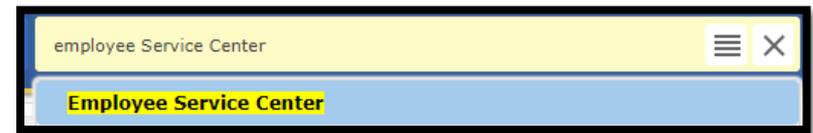
- Use **Google Chrome** browser
- Website: Galenaparkisd.com
 - STAFF>TEAMS
 - Enter User ID and Password (FirstClass login)



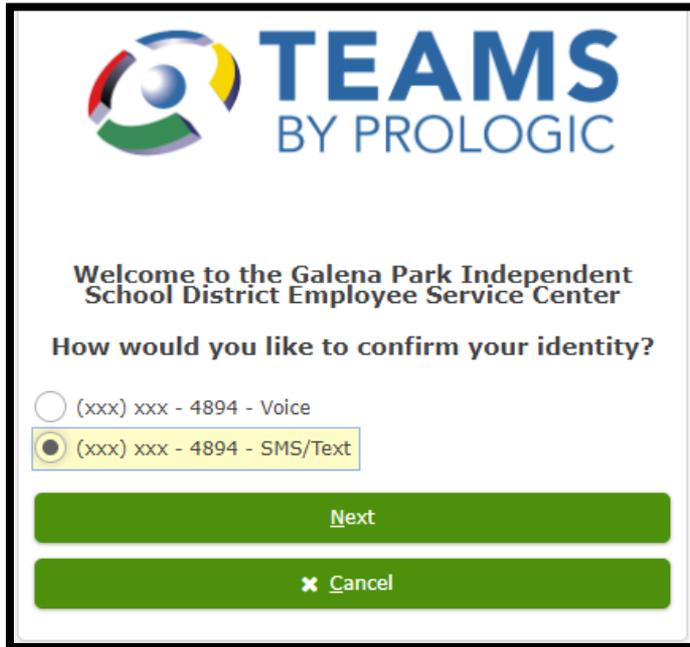
EMPLOYEE SERVICE CENTER

Login Screen

- Type *employee service center* in the search field
- Click the **Employee Service Center** menu
- Enter your **User ID** and **Password**, then click the **Sign On** button.

A screenshot of the login screen for TEAMS BY PROLOGIC. The logo is at the top left. The text reads: 'Welcome to the Galena Park Independent School District Employee Service Center'. Below that, it says 'Please log in with your TEAMS user ID and password.' There are two input fields: 'User ID' with a person icon and 'Password' with a lock icon. A green 'Sign On' button is below the fields. At the bottom, there are links for 'Forgot Password | Forgot User ID' and 'Need an Account? Register'.

TEAMS ESC Security



TEAMS BY PROLOGIC

Welcome to the Galena Park Independent School District Employee Service Center

How would you like to confirm your identity?

(xxx) xxx - 4894 - Voice

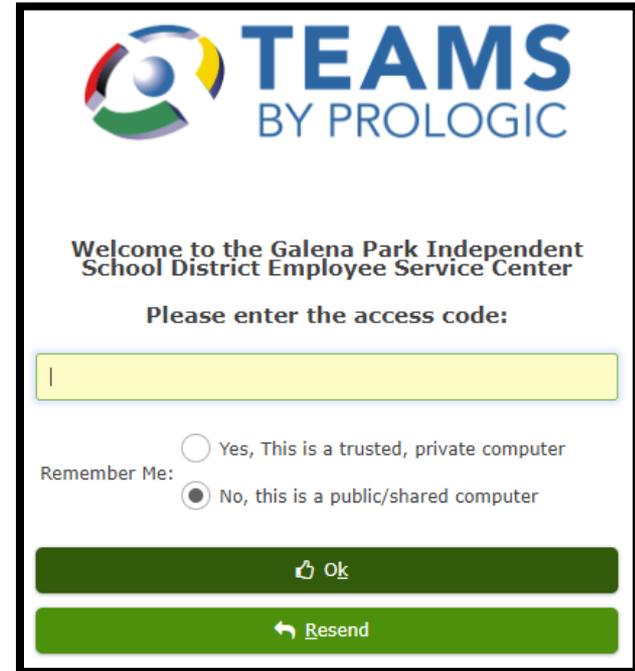
(xxx) xxx - 4894 - SMS/Text

Next

Cancel

Select a number you can access right now to confirm your identity.

Not a valid number listed? Update your phone numbers in TEAMS by using:
<http://www.galenaparkisd.com/phones>



TEAMS BY PROLOGIC

Welcome to the Galena Park Independent School District Employee Service Center

Please enter the access code:

Remember Me:

Yes, This is a trusted, private computer

No, this is a public/shared computer

Ok

Resend

Enter the access code you received. Remember Me: If No, you will need to confirm your identity each time you access ESC.

EMPLOYEE SERVICE CENTER Homepage

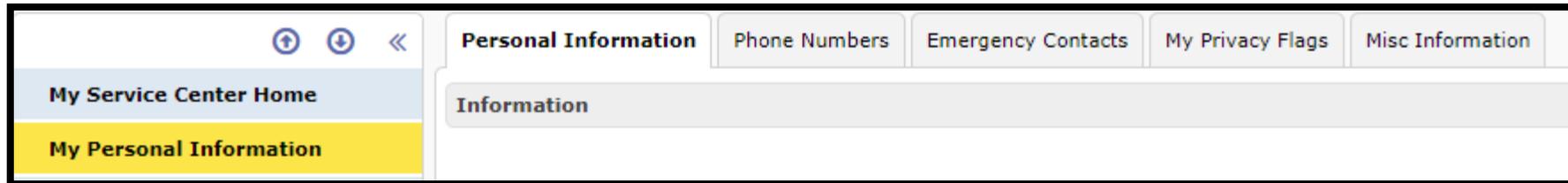
- **Use the ESC Homepage to:**
 - Access announcements regarding TEAMS
 - Access My information tabs on left



EMPLOYEE SERVICE CENTER

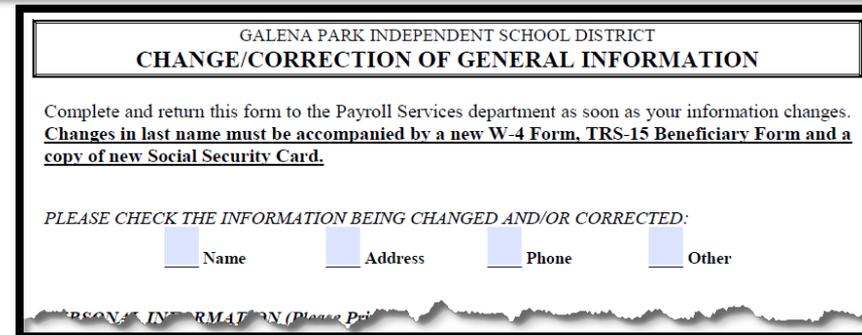
My Personal Information

- Use these tabs to view and edit personal information.
 - Can edit:
 - Phone Numbers
 - Emergency & Other Contacts



The screenshot shows a web interface with a navigation menu on the left and a main content area. The navigation menu has two items: 'My Service Center Home' and 'My Personal Information', with the latter highlighted in yellow. The main content area has a header with five tabs: 'Personal Information', 'Phone Numbers', 'Emergency Contacts', 'My Privacy Flags', and 'Misc Information'. The 'Personal Information' tab is selected, and the word 'Information' is visible below it.

- **Need to change Name or Address?**
 - First Class
 - Official District Business
 - Districtwide Business Forms
 - **Change of General Information Form**



GALENA PARK INDEPENDENT SCHOOL DISTRICT
CHANGE/CORRECTION OF GENERAL INFORMATION

Complete and return this form to the Payroll Services department as soon as your information changes. Changes in last name must be accompanied by a new W-4 Form, TRS-15 Beneficiary Form and a copy of new Social Security Card.

PLEASE CHECK THE INFORMATION BEING CHANGED AND/OR CORRECTED:

Name Address Phone Other

PERSONAL INFORMATION (Please Print)

- Submit form to the Payroll Department

EMPLOYEE SERVICE CENTER

My Leave Balances

- **Leave Balances** Tab = includes absences only for dates displayed

Leave Balances **Details** **Absences** Unprocessed Absences : 24.0000

≡ Leave Balances from 07-31-2017 to 03-31-2018 3 Records ▼

Leave Code Name	Beginning Balance	Earned	Absence	Adjusted	Current Balance	Units
Local Leave	0.0000	56.0000	0.0000	-8.0000	48.0000	Hours
Non-Duty/Non-Paid	0.0000	96.0000	80.0000	-8.0000	8.0000	Hours
State Personal Leave	0.0000	40.0000	16.0000	79.0000	103.0000	Hours

[View Details](#)

- **Details** Tab – displays detailed information about a specific Leave Code (Units = Hours)
- **Absences** Tab – displays all absences

EMPLOYEE SERVICE CENTER

Leave Balances-Consumed

'ABSENCES' tab - verify your absences have been deducted from your balance

- If the '**Processed in Payroll**' Column is blank, absences have NOT been deducted from the balance.
 - These days will be deducted from your balance once consumed and a payroll date will be entered.

The screenshot displays the 'Absences' tab in the Employee Service Center. On the left is a navigation menu with options like 'My Service Center Home', 'My Personal Information', 'My Leave Balances' (highlighted), 'My Absence Reporting', 'My Time Cards', 'My Work Off Calendar', 'My Employment Records', 'My Pay Information', 'My Payroll Information', 'My Benefits Information', and 'LogOff'. The main content area has tabs for 'Leave Balances', 'Details', and 'Absences'. Below the tabs is an 'Absences Search' section with a dropdown for 'Absence Reason', input fields for 'Start Date' and 'End Date', and radio buttons for 'FMLA Indicator' (Yes, No, Both). A green 'Search' button is below. The bottom section is a table titled 'Employee absences' with 30 records. A red box highlights the first five rows of the table.

Absence Reason Code	Date of Absence	Charged Hours	Absence Hours	Leave Code	Processed in Payroll	FMLA Indicator
Personal Leave	05-11-2018	8.0				
Personal Leave	05-10-2018	8.0				
Jury Duty	03-20-2018		4.0000			N
Non-Duty/Non-Paid	03-16-2018	8.0				
Non-Duty/Non-Paid	03-15-2018	8.0000		Non-Duty/Non-Paid	03-27-2018	

EMPLOYEE SERVICE CENTER

Absence Reporting

- Use this function to report an absence
- Calendar default = current month.
- Select another month from small calendar on left panel.

The screenshot displays the 'Employee Absence' reporting interface. On the left, a small calendar for March 2018 is visible, with the date '19' highlighted in blue and circled in red. The main area shows a detailed view of the month, starting from Monday, March 19, 2018. The interface includes tabs for 'Employee Absence', 'Details', and 'Favored Substitutes'. The main content area shows a grid of days with their respective status and details. The status for March 19 is 'Non Working Day'. The status for March 20 is 'Work Day' with '0 hrs 00 min' and 'Non-Duty/Non-Paid (Pending Approval)'. The status for March 21 is 'Work Day' with '0 hrs 00 min' and 'Non-Duty/Non-Paid (Pending Approval)'. The status for March 22 is 'Work Day' with '0 hrs 00 min' and 'Non-Duty/Non-Paid (Pending Approval)'. The status for March 23 is 'Work Day' with '0 hrs 00 min' and 'Non-Duty/Non-Paid (Pending Approval)'. The status for March 24 is 'Work Day' with '0 hrs 00 min' and 'Non-Duty/Non-Paid (Pending Approval)'. The status for March 25 is 'Non Working Day'. The status for March 26 is 'Work Day' with 'IN: 8:00 AM', 'Out: 5:00 PM', and 'Lunch: 60 Min'. The status for March 27 is 'Work Day' with 'IN: 8:00 AM', 'Out: 5:00 PM', and 'Lunch: 60 Min'. The status for March 28 is 'Work Day' with 'IN: 8:00 AM', 'Out: 5:00 PM', and 'Lunch: 60 Min'. The status for March 29 is 'Work Day' with 'IN: 8:00 AM', 'Out: 5:00 PM', and 'Lunch: 60 Min'. The status for March 30 is 'Non Paid Holiday'. The status for March 31 is 'Non Working Day'. A note at the bottom reads: 'Note : **Visit Base - District Text Configuration to change the content of this text field**'

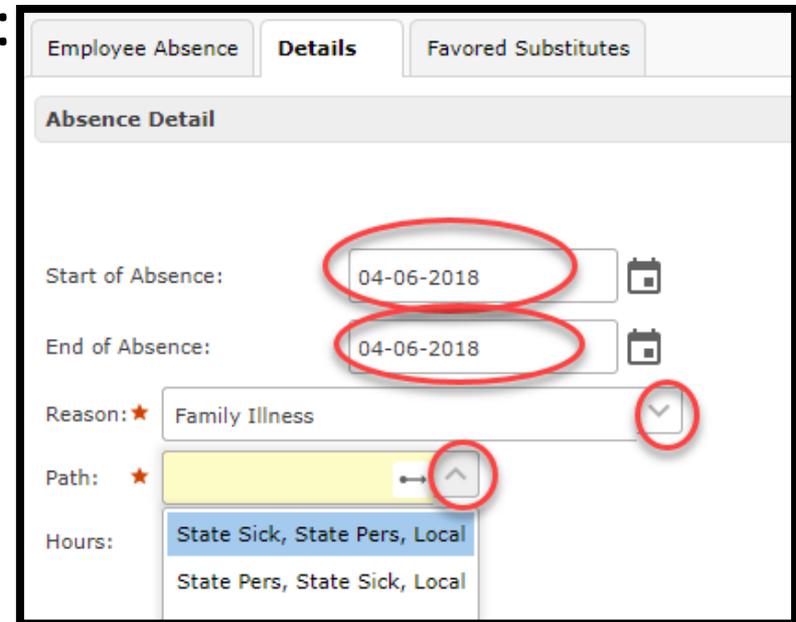
EMPLOYEE SERVICE CENTER

Absence Reporting

- Click the **Work Day** link:



- Enter the **Start of Absence:**
- Enter the **End of Absence:**
- Select the **Reason:**
- Select the **Path:**

A screenshot of a web application form titled 'Absence Detail'. The form has three tabs: 'Employee Absence', 'Details', and 'Favored Substitutes'. The 'Details' tab is active. The form contains several fields: 'Start of Absence' with the date '04-06-2018' and a calendar icon; 'End of Absence' with the date '04-06-2018' and a calendar icon; 'Reason' with a dropdown menu showing 'Family Illness' and a checkmark icon; 'Path' with a dropdown menu showing a yellow bar and an upward arrow icon; and 'Hours' with a dropdown menu showing 'State Sick, State Pers, Local' and 'State Pers, State Sick, Local'. Red circles highlight the date input fields, the reason dropdown, and the path dropdown.

EMPLOYEE SERVICE CENTER

Absence Reporting

- Indicate whether a substitute is required to fill in for your absence.



Substitute Details.

Sub Start Time: 8:00 AM Sub End Time: 5:00 PM Lunch(In Minutes): 60

Substitute Required? Yes No

Have you pre-arranged this substitute? Yes No

- If no sub is required, simply click the No option.

Substitute Details.

Sub Start Time: 8:00 AM Sub End Time: 5:00 PM Lunch(In Minutes): 60

Substitute Required? Yes No

Have you pre-arranged this substitute? Yes No

- Click Submit button



EMPLOYEE SERVICE CENTER

Time Cards

- Click on **My Time Cards** to view time card information
 - Select the **Week Ending** date of the week you are wanting to view.

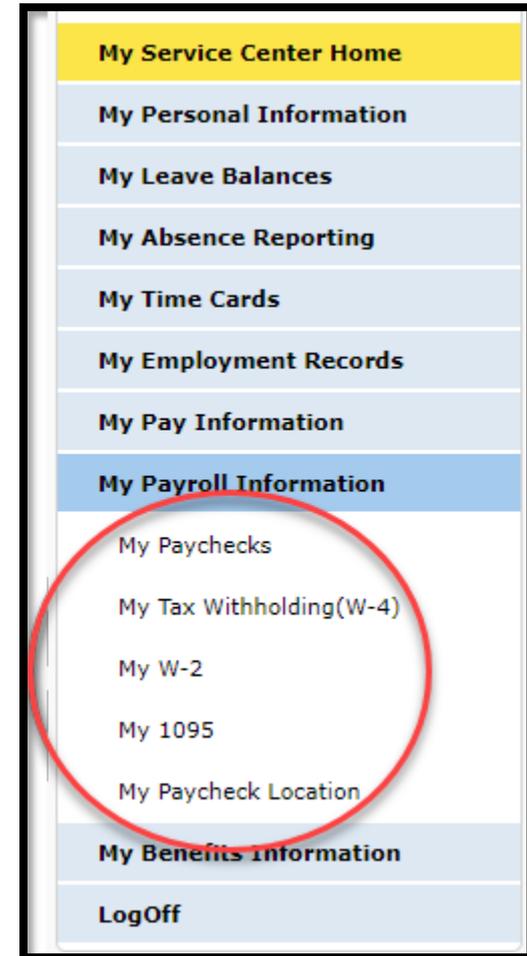


Select Date								
Week Ending: * <input type="text" value="09-10-2016"/>								
Name		Org Name	Cloverleaf Elementary					
Person ID		Position Location	Cloverleaf Elementary School					
PCN		Card ID						
Time Cards								
Regular Assignment - 1216								
Date	Job / Absence Reason	Punch Times	Daily Totals			Approval Status		
			Worked	Absent	Scheduled	Time Card Status	Employee's Status	
09-05-2016	Aide, Instructional		00:00		07:30	Approved		Approve
09-06-2016	Aide, Instructional	7:01 AM,11:41 AM,12:44 PM,3:30 PM	07:30		07:30	Approved		Approve
09-07-2016	Aide, Instructional	6:59 AM,11:38 AM,12:38 PM,3:33 PM	07:30		07:30	Approved		Approve
09-08-2016	Aide, Instructional	7:00 AM,11:36 AM,12:36 PM,3:30 PM	07:30		07:30	Approved		Approve
09-09-2016	Aide, Instructional	7:01 AM,11:34 AM,12:33 PM,3:30 PM	07:30		07:30	Approved		Approve

EMPLOYEE SERVICE CENTER

Payroll Information

- **My Payroll Information** allows employees the ability to view details on paychecks, current W-4, W-2, 1095, and Paycheck Location information.



EMPLOYEE SERVICE CENTER

Payroll Information – PayCheck Tab

- Select the check you're wanting to view, then click the blue hyperlink or click **View Pay Stubs** button
- To search for pay checks, use the **From Date** and **To Date** to enter a date range between which the pay stub was created.

Employee PayChecks 1 Selected / 15 Records

Check Number	Check Status	Run ID	Pay Check Date	Pay Period Start Date	Pay Period End Date	Gross Pay	Net Pay
1201077	Issued	10153	03-15-2018	03-01-2018	03-15-2018	\$	\$
1197590	Issued	9991	02-28-2018	02-16-2018	02-28-2018	\$	\$
1194129	Issued	9824	02-15-2018	02-01-2018	02-15-2018	\$	\$
1190732	Issued	9661	01-31-2018	01-16-2018	01-31-2018	\$	\$
1187277	Issued	9446	01-12-2018	01-01-2018	01-15-2018	\$	\$
1183814	Issued	9345	12-29-2017	12-16-2017	12-31-2017	\$	\$
1180387	Issued	9209	12-15-2017	12-01-2017	12-15-2017	\$	\$
1176947	Issued	9031	11-30-2017	11-16-2017	11-30-2017	\$	\$
1173522	Issued	8898	11-15-2017	11-01-2017	11-15-2017	\$	\$
1170147	Issued	8743	10-31-2017	10-16-2017	10-31-2017	\$	\$
1166814	Issued	8538	10-13-2017	10-01-2017	10-15-2017	\$	\$

View Pay Stubs

Date Range

From Date: To Date:

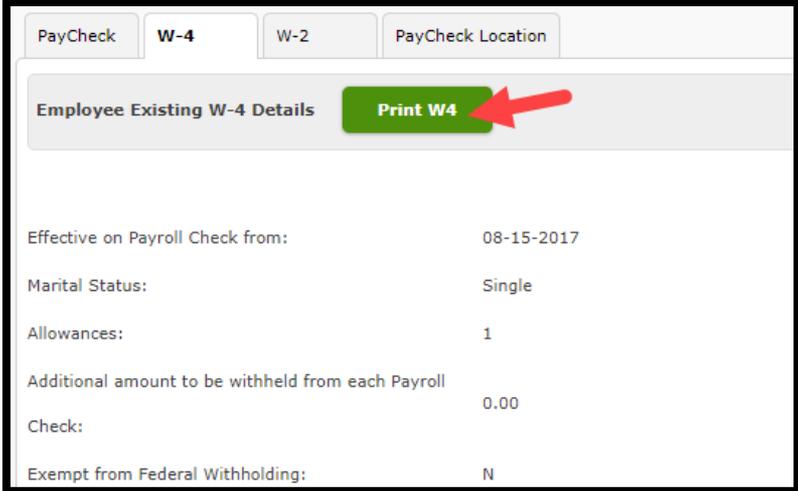
Search **Print Stubs**

Clear

EMPLOYEE SERVICE CENTER

Payroll Information – W-4 Tab

- Use this tab to view or print W-4 information



The screenshot shows a web interface with four tabs: PayCheck, W-4, W-2, and PayCheck Location. The W-4 tab is active. Below the tabs is a header area with the text "Employee Existing W-4 Details" and a green "Print W4" button. A red arrow points to the "Print W4" button. Below the header is a form with the following fields:

Effective on Payroll Check from:	08-15-2017
Marital Status:	Single
Allowances:	1
Additional amount to be withheld from each Payroll	0.00
Check:	
Exempt from Federal Withholding:	N

- Need to change W-4 information?
 - FirstClass
 - Official District Business
 - Districtwide Business Forms
 - **2018 W-4.pdf Form**
- Submit form to the Payroll Department

EMPLOYEE SERVICE CENTER

Payroll Information – W-2 or 1095

- **My W-2** to view or print W2
- **My 1095** to view or print 1095

PayCheck W-4 W-2 PayCheck Location

My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Employment Records

My Pay Information

My Payroll Information

My Paychecks

My Tax Withholding(W-4)

My W-2

View My W2

W2 Year	
2017	W2 Print Created 01-26-
2016	
2015	

PayCheck W-4 W-2 PayCheck Location

My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Employment Records

My Pay Information

My Payroll Information

My Paychecks

My Tax Withholding(W-4)

My W-2

My 1095

View My 1095

1095 Year	
2017	1095 Print Created 03-19-2018 13:53
2016	
2015	

EMPLOYEE SERVICE CENTER

Payroll Information – My Benefits

- **My Benefits** to view current and previous info.

The screenshot displays the 'My Benefits' section of the Employee Service Center. On the left sidebar, the 'My Benefits Information' section is highlighted, and 'My Benefits' is selected. The main content area shows a table of 'Benefit Packages' with two rows. A 'View' button is highlighted with a red arrow.

Name	Description	From Date	To Date
2017-2018	Benefits Plan Year 2017-2018	09-01-2017	08-31-2018
2016-2017	Benefits Plan Year 2016-2017	09-01-2016	08-31-2017

EMPLOYEE SERVICE CENTER

LogOff Tab

- Always **LogOff** Employee Service Center

