

# Employee Access Information

## For Employees

- From the Mabank ISD web page, click on **EMPLOYEE ACCESS** located in the center of the page under **Faculty and Staff**
- Use your login name and password provided by payroll (this may be different than your student access or educator access log on)
- Your personal screen will appear
- At the top of your screen you will see headings for available information. As you click on the headings you will see real time data that is used for calculating your paycheck. Your personal information and settings should be checked for accuracy. Contact the payroll office for corrections.
- **General** information has a district calendar with important dates noted. Passwords can be changed in this area. Report options will allow you to print your paycheck stub.
- **Time Off** information is exported directly from the AESOP program on a weekly basis. Available leave and activity can be checked here and in AESOP for accuracy. Contact your campus secretary if discrepancies are found.
- **Payroll** information contains data used to calculate your paycheck and your pay history. The paycheck estimator can be used to calculate your pay with different scenarios. Your direct deposit and W-4 information can be checked for accuracy here.