



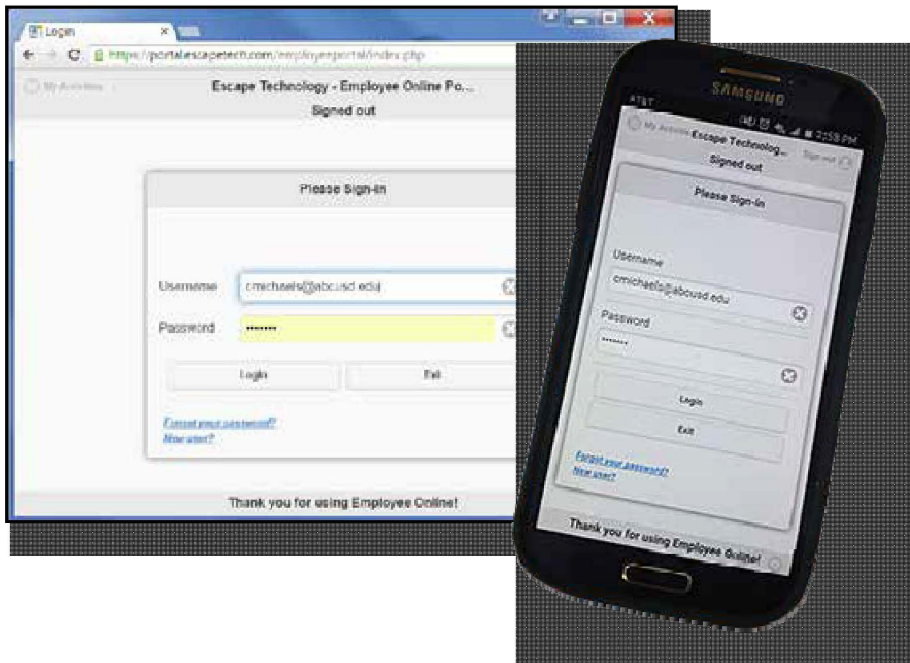
Employee Online

from Escape Technology



Any place. Any time. Any device. Escape's Employee Online Portal





Now you can view important HR and payroll information!

At your desk or on the go, login and get the information you need!

Escape Online provides users access to fund accounting and HR/Payroll functionality. Thousands of users login every day, but there are thousands more that only want to access to a small piece of the Escape Online pie.

employee online portal. A self-service browser-based portal, Employee Online allows employees to review their pay stubs, leaves and more. It gives them access to a W4 calculator for what-if scenarios and submission of a payroll change request. HR/Payroll managers can send documents to employees for their review and acknowledgment. And, approvers can approve documents without ever having to download and login to Escape Online.

integrated with escape online. Employee Online is literally a portal to Escape Online. All data is read from and written to the Escape Online database. There is no duplication of information. Any employee can be set up to access the portal. The employee does not need to have an Escape Online User record, unless they are a document approver.

safe and secure access. Every time an employee logs into Employee Online, their access is verified through a proprietary algorithm based on Employee records in Escape Online and two-factor authentication. Supervisors are connected to team members through Position record setup. Document approvers are shown only those approvals that match their user-based permissions.

My Dashboard				
My Payroll	Timesheets	Documents	My Team	Approvals
0	9	1	2	5
Pending Request	Current Timesheet	New Documents	Upcoming Evaluations	Pending Approvals

For employees:

My Info: demographics, education, credentials, current and past assignments back to 2009.

My Benefits: benefits and leave information, including leave balances and usages, dependent information.

My Payroll: pay stubs, W2s, 1095s for multiple years. Payroll calculator for what-if tax changes. Changes for your W-4 and DE 4.

Timesheets: easy data entry.

Documents: important documents sent to you.

Approvals: online approvals for Escape Online HR authorizations.

For supervisors:

Review Timesheets: summary and drill-down.

My Info:

For employees: demographics, assignments, credentials, education

My Activities
ABC District
Escape Technology - Employee Online Portal
Sign out
Celeste Michaels

My Info - Employee - Demographic and Job Info

1 - Name/Phone/Gender Information		2 - Address Information	
Employee#	8816	Home Addr	123 Main Street
First Name	Celeste	City	Roseville
Preferred		State	CA
Middle Name	M	Zip	95687
Last Name	Michaels	Mailing Addr	P.O. Box 1234
Former Name		City	Roseville
Gender	Female	State	CA
Home #	(916) 773-4567	Zip	95687-1234
Cell #	(916) 556-1234	3 - Emergency Contacts	
Hire Date	12/1/82	Contact #	(916) 773-4567
TB Expires	3/31/15	Contact	Robert Michaels
Work Email	celeste.michaels@abc.edu	Relation	Husband
Personal Email		Doctor #	
Doctor			

Assignments				Credentials			Education	
Status	Pos #	Type	Location	From	Thru	FTE	Job Category	Job Class
Current	115	REG	James	07/01/15	06/30/16	1.000	CL Mgmt	Senior Clerk

Thank you for using Employee Online!

Demographics

Assignments

Credentials

Education

demographics. Current address, TB info, contact information, including emergency contacts.

assignments. Detailed list of current and past assignments, along with location, from/thru dates, FTE, job category and class.

credentials. Detailed list of all credentials filed with HR. Shows document number, issue date, expiration date and more.

education. Detailed list of degrees, trainings, license, NCLB records, education units, EL authorizations and assignment options.

My Activities
ABC District
Escape Technology - Employee Online Portal
Sign out
Celeste Michaels

My Info - Employee - Demographic and Job Info

1 - Name/Phone/Gender Information		2 - Address Information	
Employee#	1114	Home Addr	123 Main Street
First Name	Celeste	City	Roseville
Preferred		State	CA
Middle Name	M	Zip	95687
Last Name	Michaels	Mailing Addr	P.O. Box 1234
Former Name		City	Roseville
Gender	Female	State	CA
Home #	(916) 773-4567	Zip	95687-1234
Cell #	(916) 556-1234	3 - Emergency Contacts	
Hire Date	12/1/82		
TB Expires	12/31/15		
Work Email	celeste.michaels@abc.edu		
Personal Email	celeste.michaels@abc.edu		

Assignments				Credentials			Education	
Status	Doc Type	Document#	Issued	Expires	Category	Cred Title	Term	
Active	State	1218198	02/01/13	02/01/18	Byn	Criminal or Delinquency Services Credential	Clear	
Active	State	1218198	02/01/13	02/01/18				

Thank you for using Employee Online!

My Activities
ABC District
Escape Technology - Employee Online Portal
Sign out
Celeste Michaels

My Info - Employee - Demographic and Job Info

1 - Name/Phone/Gender Information		2 - Address Information		3 - Emergency Contacts	
Assignments					
Credentials					
Education					
Degrees - Education					
Date	Degree	Major	Minor	School	
09/05/07	MS	PT		VVC	
06/25/10	BS	PT	PTC	Columbia University	
Trainings - Education					
Licenses - Education					
Date	License Type	Expires			
01/01/01	Unlimited CSW	12/31/10			
NCLB - Education					
Units - Education					
EL Authorizations - Education					
Date	EL Authorization				
02/01/15	Education Specialist Cert				

Thank you for using Employee Online!

My Benefits:

For employees: school year leave balances, activity and health/welfare

Escape Technology - Employee Online Portal

My Benefits

Leave Balances & Activity

Health & Welfare

Leave Balances Summary (School Year to Date)

Leave	Beg Balance	Accrued	Pending	Used	Adjust	Dock/Paid	End Balance
FLSA	0.0000						0.0000
Paid Leave	0.0000						0.0000
Sick	1288.6700	95.0000		-49.7500			1334.9200
Personal Mat	0.0000	55.0000		-16.0000	-40.0000		0.0000
Personal Dis	0.0000	55.0000			-55.0000		0.0000
Retirement	0.0000						0.0000
Jury Duty	0.0000						0.0000
Unpaid Leave	0.0000						0.0000
Worked Comp	0.0000						0.0000

Leave Activity

Leave	From	Day	Thru	Day	Amount	Unit	Type	Dock/Paid	Posted	Reason
Sick	03/08/15	Tue	03/08/15	Tue	-8.0000	Hours	Usage		Pending	
Sick	09/03/15	Wed	09/03/15	Wed	-3.0000	Hours	Usage		10/15/15	4700 Sick Leave Exempt (single)
Sick	09/03/15	Wed	09/03/15	Wed	-3.0000	Hours	Usage		10/15/15	4700 Sick Leave Exempt (single)

My Benefits

Current Health & Welfare Benefits

From	Thru	Plan	Level	My Share	District Share
01/01/15		Subsidized	HR&D Employee Only	8.0000	470.0000
01/01/15		Orlando	Orlando Dental	8.0000	118.7500

Past Health & Welfare Benefits

From	Thru	Plan	Level
06/01/12	06/01/15	Health Plan HR&D	HR&D Employee Only
06/01/11	06/01/12	Health Plan High	HR&D Employee Only
01/01/07	06/01/11	Blue Shield FL	HR&D Employee Only

Dependents

From	Thru	First Name	Last Name	Birth Date	Med Coverage	Relationship
01/01/01		Robert	Michaels	05/01/88	Yes	Spouse
01/01/08		Lindsey	Michaels	03/03/03	Yes	Child

Thank you for using Employee Online!

Leave Balances Leave Activity Health & Welfare

leave balances. Current school year leave balance summary with drill down for usages/adjustments for each balance.

leave activity. Detailed history of usages, including date, duration, type, units/hours, posted/pending, pay period reported and if the usage resulted in a dock of pay.

health & welfare.

Current and past health & welfare benefits, plus listing of dependents with medical coverage.

For employees: recent pay, previous pay, W2s, 1095s
Payroll calculator and electronic tax change submission

- Pay Stub
- Tax Info
- Historical Pay/W2

last pay stub. At a glance, summary information from your last pay stub: date, earnings, tax withholding, miscellaneous deductions withheld, State/Federal W4 information.

recent paychecks. Detailed history of pay date, including gross and net pay, with one-click download of PDF for paychecks.

w2 statements. One-click download of W2 statements in the system.

1095 statements. One-click download of Affordable Care Act 1095 employee statements in the system.

[Pay Calculator](#)
[Tax Change Requests](#)

payroll calculator. Try different scenarios for changes to taxes, including marital status, allowances, additional amounts and more.

tax/deduction setup
change request. Submit a request to change federal and state withholding by completing the forms available through the link and submitting directly to Payroll.

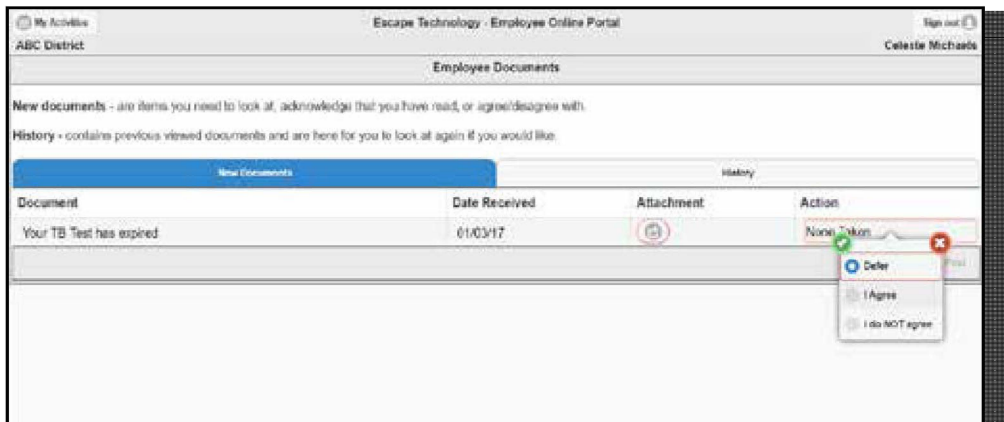
Documents:

For the District: easy dissemination of information to employees.

For employees: easy access and response to documents.

Document and response attached to employee record.

Includes follow up emails.



From Escape Online

define list of employees.

From Escape Online, create a list of employees to send a document or distributed report to a list of employees.

define report/document. Select desired report and parameters. The document/report is attached to the Employee record and sent as a PDF to the Employee Online portal for viewing.

review action. Action taken by employee is written to employee record.

send follow up. If document requires acknowledgement or agree/disagree, send follow-up emails to only employees that did not respond.

Agree/Disagree
Acknowledge
Read

Escape Technology - Employee Online Portal

ABC District

Sign out Celeste Michaels

Employee Documents

New documents - are items you need to look at, acknowledge that you have read, or agree/disagree with.

History - contains previous viewed documents and are here for you to look at again if you would like.

Document	Date Received	Action Taken	Action Date	Attachment
	08/11/16	Acknowledged "Agreement" to the com...	12/29/16	
	08/12/16	Moved document to history area.	12/29/16	
	08/12/16	Moved document to history area.	12/29/16	
Your TB Test has expired	01/03/17	Acknowledged "Agreement" to the com...	01/03/17	

agree/disagree. Employee must agree/disagree and that response is recorded in the Employee record.

acknowledge. Some employee documents don't require a response, only a receipt, which is recorded in the Employee record.

read. Sometimes all you need to do is disseminate information. No receipt required.

HR Approvers:

For those involved in approving HR workflow changes, fast and easy reviews and approvals.

Approve
Deny
Defer

approvals. Review a list of all workflow approvals pending your approval. From the list, you can approve, deny, defer or place on hold. You can also enter a comment that will be written to the Approval record in Escape Online.

hra approvals. HRA approvers will have access for approving in Employee Online.

finance approvals. Finance document approvals will be available in a future release.

HRA Drill Down

item info. Sometimes you need more information before giving your approval. The drill down for the HRA shows critical information from the item.

approvals. Understand where your approval is in the scheme of the workflow. See all completed and pending approvals and any comments made by approvers.

history. The History record details certain events in the life-cycle of the HRA, including submission, posting and approvals.

HRA#	Package Type	Item#	Item Type	Action	Comment	Created By	Created	Approving User
1	Other Misc	1	Other Misc	Defer		ESCAPE	11/20/15	JAMES51
4	Extra Work Request	1	Extra Work Request	Defer	Are you sure this should be for 5 hours?	ESCAPE	11/20/15	JESSICA51
7	Pos Changes	1	Pos Changes	Defer		ESCAPE	11/20/15	JAMES51
8	Emp Separation	1	HR Separation	Defer		ESCAPE	11/23/15	JAMES51
15	Assign New	1	Assign New	Defer		STEPH	02/08/16	JERRY51
24	Assign New	1	Assign New	Defer		ESCAPEPW	02/22/16	JERRY51
27	Extra Work Request	1	Extra Work Request	Defer		ESCAPEPW	04/29/16	JERRY51
28	School Business R.	1	School Business Req.	Defer		ESCAPEPW	04/19/16	JESSICA51
29	Pos Changes	1	Pos Changes	Defer		ESCAPEPW	04/29/16	JESSICA51
31	Extra Work Request	1	Extra Work Request	Defer		ESCAPEPW	03/29/16	JESSICA51
32	School Business R.	1	School Business Req.	Defer		ESCAPEPW	04/29/16	JAMES51
33	New Position	1	New Position	Defer		ESCAPEPW	04/29/16	JESSICA51
34	Assign New	1	Assign New	Defer		THENDIE	05/02/16	JERRY51
37	Assign Chg	1	Assign Change	Defer		ESCAPEPW	05/04/16	JAMES51
38	Emp Separation	1	HR Separation	Defer		ESCAPEPW	04/21/16	JAMES51
39	Extra Work Request	1	Extra Work Request	Defer		ESCAPEPW	05/04/16	JESSICA51
40	New Position	1	New Position	Defer		ESCAPEPW	05/04/16	JESSICA51
41	Other Misc	1	Other Misc	Defer		ESCAPEPW	05/04/16	JESSICA51
42	Pos Changes	1	Pos Changes	Defer		ESCAPEPW	05/04/16	JESSICA51
43	Pos Changes	1	Pos Changes	Defer		THENDIE	05/09/16	JAMES51
44	Extra Work Request	2	Extra Work Timesheet	Defer		THENDIE	05/11/16	JAMES51
45	Extra Work Request	2	Extra Work Timesheet	Defer		THENDIE	05/11/16	JAMES51

0 - Item Info		0 - Item Status	
HRA #	4	Status	Submitted
Item #	1	On Hold	
Item Type	Extra Work Request	HRA Comment	Extra work during 07/01/15 and 08/15/15 for 34.72

1 - Request Detail		2 - Request Detail	
EmpID	3472 (Fox, Sheri)	Addn ID	SUBCUST (Client Sub Custodian)
Employment Status	A (Active)	Salary Schedule	CLASSIBS (Classified Salts)
Type of Work	2 (Class)	Salary Placement	225A (\$19.94-22.50 A)
Location Requesting	0001 (County Office of Ed)	Default EWR Rate	18.54
Work Location	0001 (County Office of Ed)	Override EWR Rate	0.00
Description of work to be performed	Description	Total Amt Authorized	336.80
Comment			
Division			
Academic Dept Info			
Date Work Starts	07/01/15		
Date Work Ends	08/15/15		
Employee Regular Assignment			

0 - Item Info		0 - Item Status	
Item #	1	Status	Submitted
Item Type	Pos Changes	Current Position Info	

1 - Item		4 - Current Position Info	
Item Type	Pos Changes	Item Type	Pos Changes
Item Type	Pos Changes	Item Type	Pos Changes
Item Type	Pos Changes	Item Type	Pos Changes

Approvals		History		Attachments	
Item Type	Lvl	Status	Approver	Approved By	
Pos Changes	10		JAMES51(James)		
Pos Changes	20		JESSICA51(Jessica)		
Pos Changes	30		JERRY51(Jerry)		

Timesheets:

For hourly employees on the go, data entry is easy.

For their managers, reviewing and commenting is a click away.

Date	Time-In	Time-Out	Time-In	Time-Out	S/T Units	O/T Units	C/T Units	Employee Note	R	Supervisor Note
04/01/16 (Fri)	✓08:45am	✓07:30am	✓10:00am	✓12:00pm	✓0.0000	✓0.2500	✓2.5000	✓2.5 Overtime		
04/02/16 (Sat)										
04/03/16 (Sun)										
04/04/16 (Mon)	✓08:45am	✓07:30am			✓0.7500			✓Straight time		
04/05/16 (Tue)	✓08:45am	✓07:30am			✓0.7500			✓Straight time		
04/06/16 (Wed)	✓08:45am	✓07:30am			✓0.7500			✓Straight time		
04/07/16 (Thu)	✓08:45am	✓07:30am			✓0.7500			✓Straight time		
04/08/16 (Fri)	✓08:45am	✓07:30am	✓10:00am	✓12:00pm	✓2.7500			✓2.5 Overtime		
04/09/16 (Sat)										
04/10/16 (Sun)										
04/11/16 (Mon)										
04/12/16 (Tue)										
04/13/16 (Wed)										
04/14/16 (Thu)										
04/15/16 (Fri)										
04/16/16 (Sat)	09:00am	12:00pm			3.0000			✓Weekend work		
04/17/16 (Sun)										

Employees Quick Data Entry

timesheets. Districts have options for the “look” of the timesheet: quick or expanded. Other options include rounding and signatures.

data entry. Each day is a separate row. Automated summaries keep the employee on track.

Prd From	Prd Thru	Pay Date	Straight Time Hours	Overtime Hours	Total Hours	Sheet Status
02/01/16	02/29/16	02/27/16	43.0000	10.0000	53.0000	(Overridden)
03/01/16	03/31/16	03/31/16	61.0000	10.0000	71.0000	(Open)
04/01/16	04/30/16	04/30/16	32.5000	13.5000	46.0000	(Open)

Managers Review and Comment

review. Managers can see a summary of the employee entries for their direct reports, with drill-down for a close look at individual employee data entry.

comment. Managers can mark an entry as reviewed, incomplete or requires response. Managers can enter questions or comments in a Supervisor Note field.