

Welcome to Employee Access!

Employee Access is Gladstone's [Employee Self Service portal](#) that provides a user-friendly interface and increased security to protect staff employment details. This is where staff check paystubs, review and update contact information, and can download tax documents including W2s.

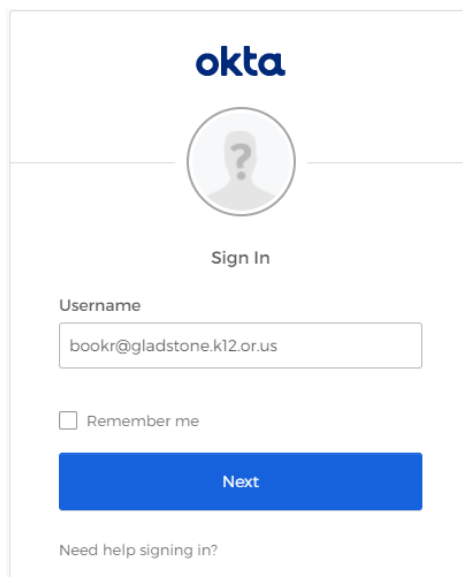
To access, please go to: <https://gladstoneschooldistrictor.tylerportico.com/tesp/employee-selfservice/>.

Your **username** and **password** will be your Gladstone work email address and Gladstone network password that you use on a Windows computer-workstation (or for logging into the Synergy system).

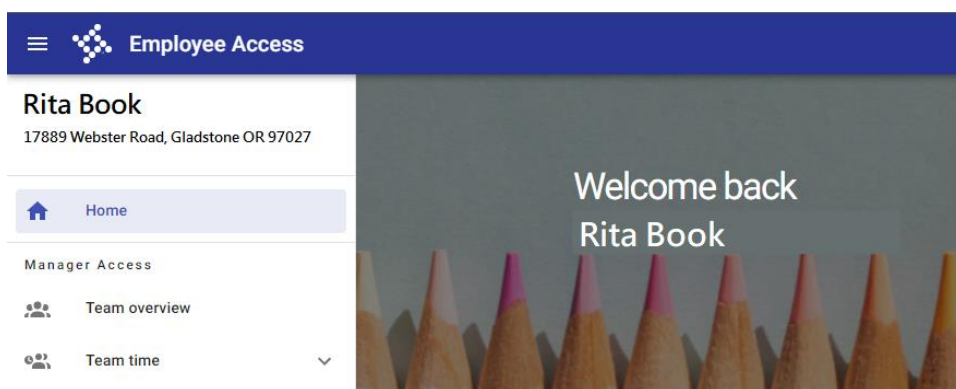
If you need assistance with your Gladstone network password, please submit a ticket to '[SchoolDude](#)', or contact District Technical Support representatives at 503-974-5072.

Login Guide

Here is the login screen you will first see. (Note – "okta" is the company supporting Tyler Technologies-iVisions with this new portal).

The image shows the Okta login interface. At the top, the 'okta' logo is displayed in blue. Below the logo is a circular placeholder for a user profile picture containing a question mark. Underneath the placeholder is the text 'Sign In'. A 'Username' label is positioned above a text input field containing the email address 'bookr@gladstone.k12.or.us'. Below the input field is a checkbox labeled 'Remember me'. A prominent blue button with the text 'Next' is located below the checkbox. At the bottom of the form, there is a link that says 'Need help signing in?'.

If this is your first-time logging into this new site, you will be required to enter the last four digits of your social security number, date of birth, and zip code to confirm your identity. This ensures your portal account is linked to your District payroll employee profile.



Disclaimer – Employee Access is a new site launched in Spring of 2022 and subject to routine patches and updates. Information below may not be 100% up to date. If you encounter out of date information, or the reference text below does not accurately align with your experience, please notify payroll at (GSDPayroll@gladstone.k12.or.us).

Employee Access Overview

Home Screen

Home Screen provides at-a-glance information including District Announcements, your employee ID number, links to important Resources and commonly accessed URLs (e.g. Frontline Absence Management), and quick view for latest paycheck.

My information | Profile

Employee Profile allows you to view your current contact information (e.g., mailing address) on file with the district.

Click the pencil icon to submit an update to your contact information. No more paper forms required!

Forgot your employee ID number? Go to My information > Profile > My info tab to view your employee number.

My Time | Time off history

Displays all available and used time *through the most recent payroll*.

Click the slide button in the upper right to see available leave balances.

Reminder, Classified and Certified staff enter absence requests into [Frontline Absence Management](#) – where leave balances are also available. **TIP** – *Frontline Absence Management leave plan hourly balances account for past, present, and future leave entered into the system and will be the best resource for reviewing your exact available leave balance.*

Administrators & Confidential staff only: you will see a menu option for “Time off requests” where leave and absence requests are entered.

My pay | Pay & tax information

Pay & Tax provides a visual representation of your paycheck with drill in functionality for more information. You may also access a ‘Paycheck Simulator’ tool, as well as PDF copies of pay stubs.

Pay & Tax is also where you may view W4 information, access W2 documentation, Year To Date pay information.

Modules Not in Use

Gladstone does not use 100% of the portal features or settings. Features currently turned off or not in use include:

- Time Entry
- Emergency Contacts
- Dependents
- Education & Achievements
- Direct Deposit (Edits)
- W4 (Edits)

Frequently Asked Questions – Employee Access

1) How do I view and download my paystubs?

Go to the Employee Access home page and either:

- a) Find the “Latest paycheck” box, and click the “View all checks” link, or click the paper icon symbol
- b) Select “My pay” | “Pay & tax information” from the left-hand navigation menu. In the ‘Overview’ tab, find the desired “Paycheck” month of pay in the drop down, and then click the “View paycheck” button.

2) How do I change my address, or phone number, or email?

Go to your home page and choose My information- Profile. Click on any of the pencil icons to edit the information. After you submit the updated information, a request will go to the payroll office. The update will not post to the portal until after Gladstone Payroll has approved it.

3) How do I change my last name from what is showing in portal?

Last (and first) names cannot be changed from within the portal. If you have legally changed your name, please contact GSDPayroll@gladstone.k12.or.us for information on the process. Note – new social security cards are required to process name changes.

4) What if I want to change my W-4 tax filing status from what is listed in the portal?

As a security measure, W-4 changes are not initiated from the portal. Please contact GSDPayroll@gladstone.k12.or.us for information on how to update your W-4 tax withholdings.

5) What if I want to change my direct deposit information from what is listed in the portal?

As a security measure, direct deposit changes are not initiated from the portal. Please contact GSDPayroll@gladstone.k12.or.us for a review of the process to update direct deposit information on file.

6) How do I download and print my W2 for prior years?

Go to the Employee Access home page select “My pay” | “Pay & tax information”. In the Tax documents section on the screen, go to the “Year” drop down menu and choose the year you are wanting to print. This will bring up the available document.

7) How do I check my Leave balances?

Go to the Employee Access home page and select “My time” | “Time off history”. At the top of the page, click the slide button to show leave plan balances. Reminder, the balances showing are only as current as the most recently processed payroll.