

As an **ESI** employee, the Employee Portal enables you to login from anywhere, at any time, to view your employment information, paystubs, and time off balances.

Access from Any Device, Anywhere, Anytime

CONTACT

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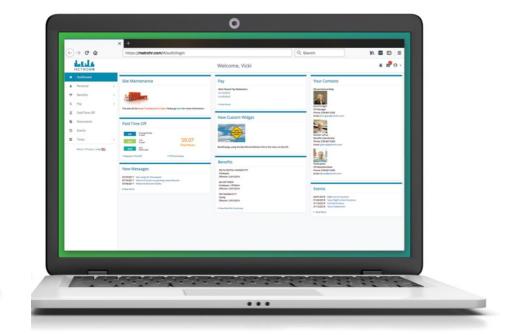
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Employee Portal Link https://edu-ep.prismhr.com/ The Employee Portal offers a modern, easy-to-use interface that works across smartphones, tablets, laptops, and desktops. It makes it easy for you to access the information you need, when you need it.

Your Information at Your Fingertips

After your onboarding has been finalized with ESI, you will have access to your information in the Employee Portal. You can view your personal contact information, tax withholding preferences, paystubs, direct deposit account information, paid time off balances, benefit elections, and employee handbook, among other employment information. When it is time to print your W-2, you will access it through the Employee Portal as well.





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Login to the Employee Portal

Your login information for the Employee Portal is the same Username and Password that you created when you registered to complete your onboarding online. If it is the first time you are accessing the Employee Portal, click Register.

We recommend bookmarking this site for easy access: <u>https://edu-ep.prismhr.com/</u>

You can also access the Employee Portal by visiting ESI's website at <u>educationalservicesinc.com</u> and clicking on the Employee Login button at the upper right.

	esi
Username	
Password	
	Show
logging in to the Employee	ter. For assistance with registering or Portal, please contact us at 19-3271 or Toll-Free at 844-614-7784.
Log In Register	
Forgot Username?	Forgot Password?

If you forgot your username or your password, you can click **"Forgot Username?"** or **"Forgot Password?"** on the login page. An email will be sent to you at the email address you have on file with ESI. If you need further assistance, please contact us.

*If you work in multiple districts, you will be asked to select which Company you would like to view your information in.

*WARNING: If you are making any changes to your personal information, direct deposit accounts, or tax withholding preferences, you must make the change in **each** of the districts you work in if you would like it applied across **all** your employee records. Or, please contact us so that we may ensure the change is applied to your employee record in each of your districts.

Menu Overview

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🕈 Dashboar	d		
Personal	>	Pay	Paid Time Off
🍄 Benefits	>	Most Recent Pay Statements 08/24/2018	HFA SICK LEAVE
\$ Pay	>	08/10/2018	0 Hours 0 Hours 49.32 Hours
O Paid Time	Off	07/31/2018	PTO Summary
Documen	ts	► View More	, The summary
🟛 Taxes	>		
Slavic		New Messages	
About Privac	y Lang: English	0	
		No Unread Messages	
		► View More	

- Click **Dashboard** to return to the main page at any time
- Personal
 - o Employment Summary
 - Personal Info (may edit*)
 - Contact Info (may edit*)
 - Address (may edit resident/mailing/W-2 address*)
 - Emergency Contacts (may edit*)
 - Veteran Status (not required, may edit)
 - o Driver's License (not required, may edit)
- Benefits
 - Summary (if participating)
 - o Retirement Summary (if participating)
- Pay
 - o <u>Pay History</u> (view pay vouchers)
 - Payroll Inquiry (view total earnings, taxes, deductions)
 - Direct Deposit (may edit*)
- Paid Time Off
 - o View paid time off balances
- Documents
 - o View Employee Handbook or updated Tax Forms
- Taxes
 - <u>Tax Withholding</u> (may edit*)
 - o <u>W-2</u> (view/print)

Pay History

Pay > Pay History

Dashboard				
Personal	, Pa	у	Paid Time Off	New Messages
😻 Benefits		at Recent Pay Statements	HFA SICK LEAVE	6
\$ Pay		0/2018	4 Hours 0 Hours 47.98 Hours	No Unread
Pay History	07/3	31/2018	▶ Request Time Off	Messages
Payroll Inquir	У Vie	w More	PTO Summary	► View More
Direct Deposi	it			, view more
O Paid Time Of	ff			
Documents				
1 Taxes	>			
Slavic				

• Click on **Pay > Pay History**, or, from the Dashboard, select one of your most recent pay statements, or, click **View More** to get to your Pay History

Dashboard Pay H	History 🔪							
Pay Histo	ory						Select Year	2018 🗸
Voucher Number	Check Number	Gross Pay	Taxes	Deductions	Net Pay	Рауг Туре		Pay Date

- In Pay History, you may select the Year in the upper right corner
- If you have more than 10 lines of pay vouchers, you may need to click to the next page in the bottom right corner (see image below)



• Click anywhere on the line of the pay voucher you would like to view, and the Pay Detail will appear for that pay voucher as below

Pay Detail				
		Pay Period: 01/14/2018 - 01/20/2018		#2700
		Net Pay		\$682.03
		ACH Amount		\$682.03
		Check Amount		\$0.00
		Paid 01/26/2018		View Check
ARNINGS TAXES WITHHELD	DEDUCTIONS		/	
Description	Hours	Rate	Amount	Department
Regular	40.00	\$24.04	\$961.54	300
/iewing 1 - 1 Of 1				

• Click View Check to view the actual check voucher in PDF form.

Hint: you may need to "allow" your device to open a new browser window to view it.

• Select **Print** Hint: this will vary depending on the device you are using. You may be able to right click on the page and select Print, or from Adobe Reader, click File > Print, or click on the Printer icon.

Direct Deposit

Pay > Direct Deposit

Direct Deposit Methods (if your account is currently set to inactive, contact ESI to activate DD)

- **Remainder:** Select this method when you want your *entire* net pay amount (or the *remaining balance*) to be deposited into this account.
- **Fixed:** Select this method when you want an *exact dollar amount* deposited into this account (assuming the net pay amount is greater than or equal to that amount).
- **Percent:** Select this method when you want a specific *percentage* of net pay to be deposited into this account. You can also enter the Maximum, which would be the maximum dollar amount deposited into this account.

Helpful Hints:

- If you want your entire check to be deposited into one account, add one account and select *Remainder*.
- You can add as many accounts as you would like. If you add multiple accounts, you must select how you want your net pay deposited among the accounts. For example:
 - If you select *Fixed* for Account A and you want the remaining balance to be deposited into Account B, you must select *Remainder* for Account B.
 - If you select *Percent* for Account A, and you want the remaining balance to be deposited into Account B, you must select *Remainder* for Account B.
- You can view the status of your Account -- will either be Pending (in pre-notification) or Active status. Keep in mind that while in pending status you will receive a live check.
- Any changes made must be saved. You will be required to agree to the Terms and Conditions for Direct Deposit each time a change is made to your account(s).

★ **WARNING:** If you are making any changes to your direct deposit accounts, you must make the change in **each** of the districts you work in if you would like it applied across **all** your employee records. Or, please contact us so that we may ensure the change is applied to your employee record in each of your districts.

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#	Dashboard		Dashboard Direct De	eposit							
۵	Personal	>	Direct Dep	Direct Deposit							
\$	Benefits	>	I Select an acco	I Select an account to make changes							
\$	Pay	~	Bank Accounts								
	Pay History		Dalik Acco	Junits				8	Test Calculator		
	Payroll inquiry		Account Type	Account Number	Routing Number	Deposit Method	Amount	Maximum	Account Status		
	Direct Deposit		Checking	123456789	122100024	Remainder	0		Pending		
0	Paid Time Off		Checking	123430769	122100024	Remainder	0		Pending		
Б	Documents		Viewing 1 - 1 Of	1							
盦	Taxes	>	Add Account								

W-2

Taxes > W-2

A Dashboard	Benefits Enrollment
Personal	> W-2
😻 Benefits	✓ I will receive my W2 electronic!
\$ Pay	Download Your W-2
O Paid Time Off	Select a year/employer from your available W-2's and click the download butto
Documents	Select One
1 Taxes	Select One 2015 - Educational Services, Inc.
Tax Withholding	2016 - Educational Services, Inc. 2017 - Educational Services, Inc.
W-2	2018 - Educational Services, Inc.
1095-C	
Slavic	
O Time Entry	

- In the dropdown menu to the right, select the W-2 year
- Click the download icon 🔺
 - A PDF of your W-2 will download to your computer, which you can then open and print
 - If you do not see the downloaded PDF in your window, you may need to check your computer downloads

	esi #	Dashboard		Benefits Enrollment
	4	Personal	>	W-2
	Ø	Benefits	>	✓ I will receive my W2 electronic!
	\$	Pay	->	Download Your W-2
	0	Paid Time Off		Select a year/employer from your available W-2's and click the download button.
	6	Documents		2018 - Educational Services, Inc.
	â	Taxes	~	
	5	Tax Withholding		
		W-2		
Downloaded PDF	≪ мі	linimize Navigation		
	201	18-W2 (1).pdf		

Tax Withholding

Taxes > Tax Withholding

- To update your Federal or State tax withholding preferences, go to Taxes > Tax Withholding
- Click on Update Forms in the upper right

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A Dashboard	Benefits Enrollment Tax Withholding		
Personal	, Tax Withholding	Update Forms	×
😻 Benefits	> Federal Tax	AZ State Tax - Resident	

- The Employee Withholding Resouce Center is a tax wizard built into the Employee Portal to help you complete actual federal and state tax forms
- Follow the prompts to complete a new W4 (federal) and A4 (state) form. The changes you make will be submitted to payroll automatically for the district that you are logged in under in the Employee Portal

Employee Withholding Resource Center	Please select which sections you would like to complete:
The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain.	 Federal Help me determine which withholding forms apply to me I want to skip this section
Start →	Arizona Resident Help me determine which withholding forms apply to me I want to skip this section
	← Back Continue →

*WARNING: If you are making any changes to your tax withholdings, you must make the change in **each** of the districts you work in if you would like it applied across **all** your employee records. Or, please contact us so that we may ensure the change is applied to your employee record in each of your districts.