



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

CONTACT

educationalservicesinc.com

hr@esiaz.us

Main: 480.719.3271

Toll Free: 844.614.7784

14614 N Kierland Blvd
Suite N230
Scottsdale, AZ 85254

Employee Portal Link

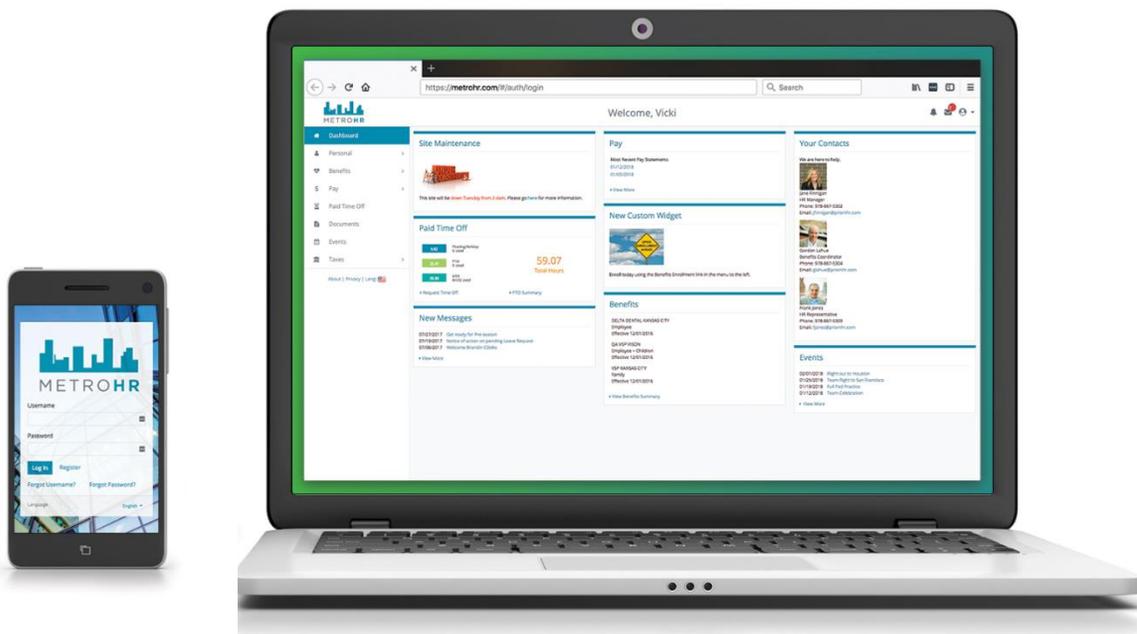
<https://edu-ep.prismhr.com/>

Access from Any Device, Anywhere, Anytime

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.



Contents

Login to the Employee Portal.....	3
Menu Overview	4
Pay History.....	5
Direct Deposit	6
W-2.....	7
Tax Withholding.....	8

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: <https://edu-ep.prismhr.com/>

You can also access the Employee Portal by visiting ESI's website at educationservicesinc.com and clicking on the Employee Login button at the upper right.

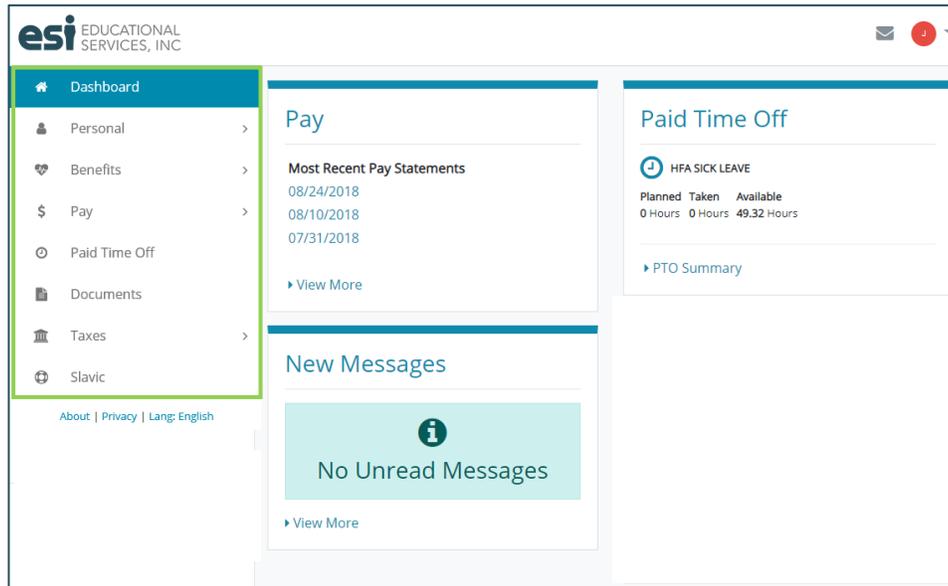
*If you are an employee in multiple ESI districts, you will choose which company to view upon logging in.

If you forgot your username or your password, you can click “Forgot Username?” or “Forgot Password?” on the login page. You must know the email that you registered with to utilize these help features. 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.

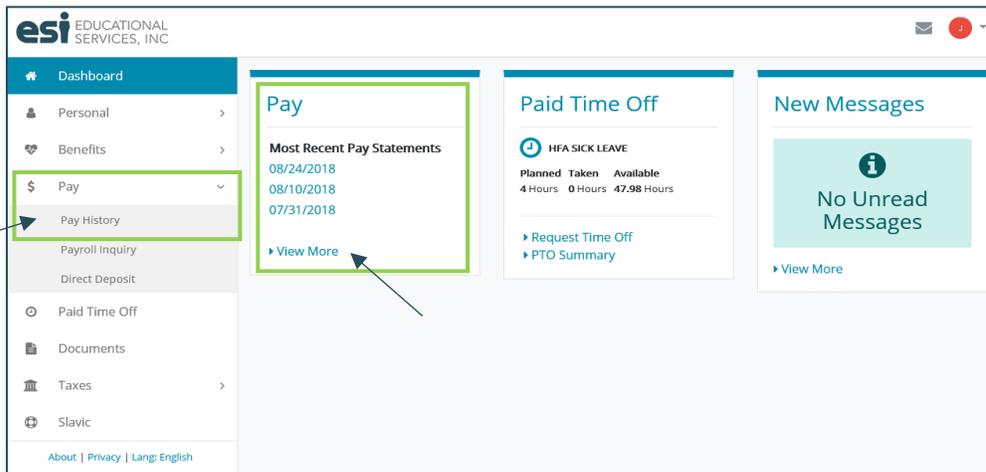
Menu Overview



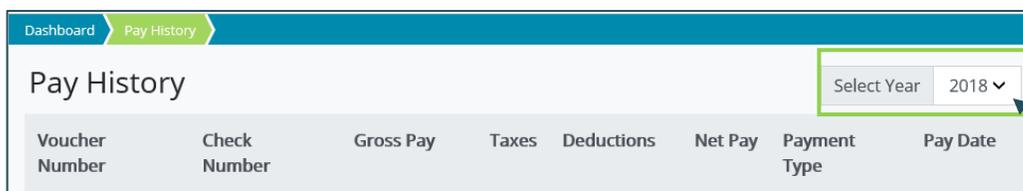
- Click **Dashboard** to return to the main page at any time
- **Personal**
 - Employment Summary
 - Personal Info (may edit*)
 - Contact Info (may edit*)
 - Address (may edit resident/mailling/W-2 address*)
 - Emergency Contacts (may edit*)
 - Veteran Status (not required, may edit)
 - Driver's License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

Pay History

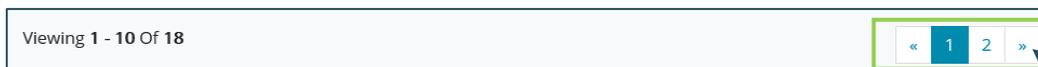
Pay > Pay History



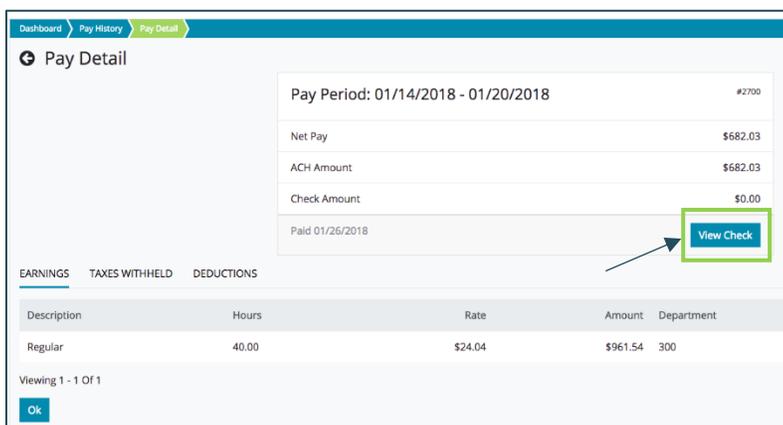
- Click on **Pay > Pay History**, or, from the Dashboard, select one of your most recent pay statements, or, click **View More** to get to your Pay History



- 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



- 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.

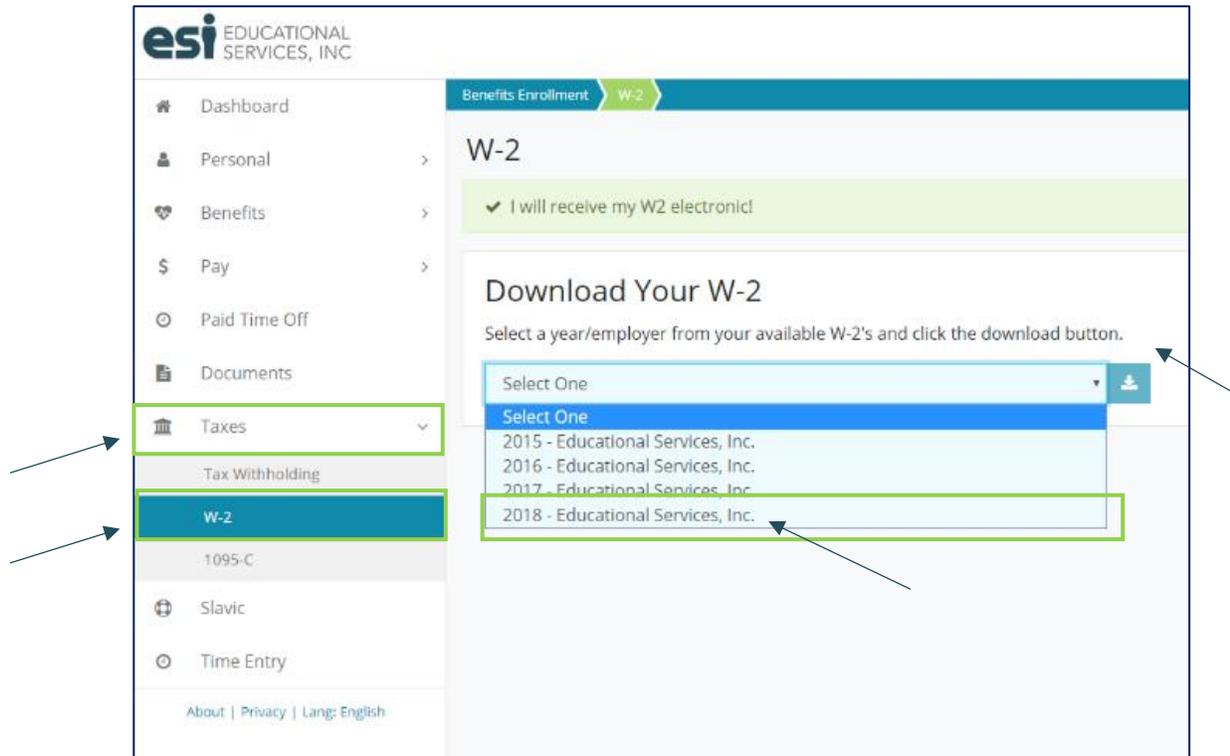
The screenshot displays the 'Direct Deposit' section of the ESI Employee Portal. The left-hand navigation menu has 'Pay' selected. The main content area shows a warning message: 'Select an account to make changes'. Below this is a table titled 'Bank Accounts' with a 'Test Calculator' link. The table has the following data:

Account Type	Account Number	Routing Number	Deposit Method	Amount	Maximum	Account Status
Checking	123456789	122100024	Remainder	0		Pending

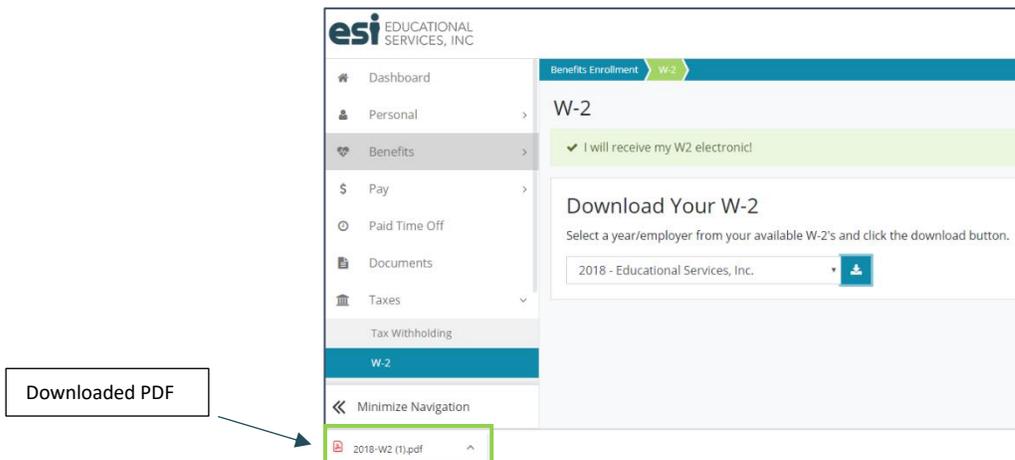
Below the table, it says 'Viewing 1 - 1 Of 1' and there is an 'Add Account' button.

W-2

Taxes > W-2



- 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



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



- The Employee Withholding Resource 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



 A screenshot of the tax wizard selection screen. The text reads: 'Please select which sections you would like to complete:'. There are two sections: 'Federal' and 'Arizona Resident'. Each section has two radio button options: 'Help me determine which withholding forms apply to me' (selected) and 'I want to skip this section'. At the bottom, there are two buttons: 'Back' and 'Continue' with a right-pointing arrow. The 'Continue' button is highlighted with a green box.

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.