Employee Online
from Escape Technology

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

<table>
<thead>
<tr>
<th>Demographics</th>
<th>Assignments</th>
<th>Credentials</th>
<th>Education</th>
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</thead>
<tbody>
<tr>
<td>Current address, TB info, contact information, including emergency contacts.</td>
<td>Detailed list of current and past assignments, along with location, from/thru dates, FTE, job category and class.</td>
<td>Detailed list of all credentials filed with HR. Shows document number, issue date, expiration date and more.</td>
<td>Detailed list of degrees, trainings, license, NCLB records, education units, EL authorizations and assignment options.</td>
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My Benefits:
For employees: school year leave balances, activity and 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.
My Payroll:
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

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.
Timesheets:
For hourly employees on the go, data entry is easy.
For their managers, reviewing and commenting is a click away.

**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.

**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.