

DUSD EMPLOYEES

We have a new on-line employee portal for your pay information. This portal is not yet FULLY functional, but will provide some basic information to you. **It is recommend by Escape that you use Chrome as your browser.** Below are the instructions to access this new portal. If you are sure you have followed the set-up instructions and have been unable to access the portal, please contact Jill Hernandez at the District Office.

1. Using your browser search bar type: <https://escapeweb.bcoe.org>
 - a. The screen you will see is:



2. As a first-time user Create new user.
3. Follow the instructions to set up your new account. That information will include your email address, name, birthdate, last four digits of you social security number. You will also be asked to set up a password.
4. Go to your email and within a few minutes you will have an email from EscapeServer@bcoe.org. This email will contain the confirmation key to finish the setup.
5. At the conclusion, you will be asked to log into the portal with your email and password that you set up.
6. YOU'RE IN! –

The screenshot shows the ESCAPE TECHNOLOGY dashboard. On the left is a navigation menu with options: Dashboard, My Payroll, My Information, My Benefits, and Documents. The main content area is titled 'Dashboard' and features an 'Alerts' section with a notification: '08/30/2019 Pay Check now available'. Below the alert is a 'Pay Dates August 2019' calendar. The calendar shows the 30th of August as the 'Pay Day' (marked with a dollar sign) and the 31st as the 'Sup Pay Day'. To the left of the calendar is a 'Last Paycheck' donut chart showing the breakdown of the paycheck: Net Pay (66.1%), Taxes (17.8%), and Pre-Tax Deductions (16.1%).

a. **My Payroll –**

i. **Payroll History:**

1. **Recent Paychecks** - Will build out with historical information as additional paychecks are issued through this system. This tab has a link to view your paycheck stubs as well as to download and print them.
2. **W-2 Statements** – We are looking at importing historical W-2 information, but currently it holds your 2018 W2.
3. **1095 Statements** - Will build out if/when you have a 1095 issued. Your 2018 1095 is available at this time.

ii. **Withholdings** – This is set up so you can see the effects to your net pay if you were to change your withholdings, or add tax exempt deductions. None of the changes are binding---they just let you approximate what your pay would look like.

1. **Tax/Deduction Setup Change Requests** – If you need to change your withholdings, the W-4 and DE-4 can be changed through the portal. The information is routed to payroll, and once it is accepted by payroll, the change will be implemented and you will receive an email confirmation.

b. **My Information** – This will be personal information. Look it over to see if the information is correct. The past information was used for set-up purposes only, so may not be completely accurate.

Tabs:

Assignments should reflect current and past assignments. **Credentials, Education and Requirements** may or may not be populated at this time.

- c. My Benefits – **Not set up.**
- d. Documents – **Not set up.**

It is important that you review your personal information and check for accuracy. If you find you have information that is not accurate (wrong emergency contact, wrong address, etc.), please notify Jill Hernandez at the District Office.