



What's the New "My Employee Profile?"

MY Employee Profile

<http://www.laredoisd.org/employeeprofile>

LISD

- W2s
- Leave Data
- Pay History
- Deductions
- Certification
- Demographics

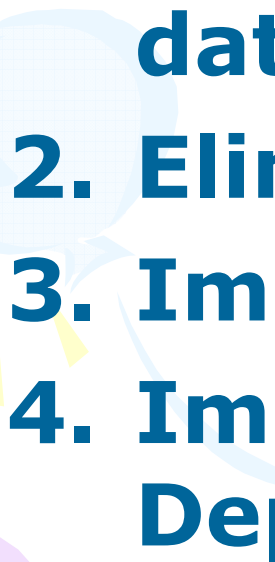
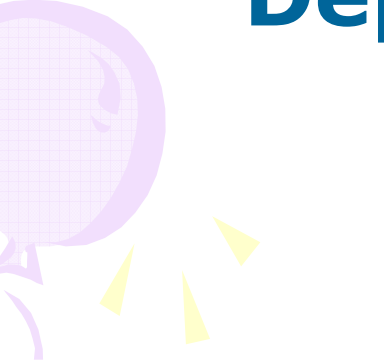
Division Of Finance - Excellence Every Day

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School Finance Update # 64

Source: IT Department and Financial Management Dept.



Benefits

- 1. Automates and Provides instant access to employees to their data.**
 - 2. Eliminates paper**
 - 3. Improves customer service**
 - 4. Improves efficiency in Payroll Dept. and HR Dept.**
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Costs

- 1. In-house Design of efficiency workflow by IT Workflow Specialist (2 months).**
- 2. Part of Internet access – no additional cost**
- 3. Security software (Verisign)**
 - 1. Safe and encrypted environment**



How to access?

1. Receive password
2. Access the Internet at the bottom on web page under Portal
3. Log in and input password
4. Access information
5. Log out of the system


My Employee Profile

Portal Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://172.18.16.238:8080/servlet/portal/>

UpSpiral Search Tools Highlight On: 35 Last Search

 **Portal Login**

Please type your username and password.

Username:

Password:

Keep me logged into this computer until I log out

[My Employee Profile Questions? Click Here](#)

Internet

Start | T_Whats New in Update ... | Portal Login - Microsof... | 9:54 AM

My Employee Profile

Computer Associates - CleverPath Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://172.18.16.238:8080/servlet/portal/?escmd=startup>

UpSpiral Search Tools Highlight On: 35 Last Search

Laredo Independent School District


LISD Logoff Contact

Employee Profile Dashboard

Library : Employee Profile Folder ! X

Name	Size	Date
Active Payroll Deductions & Benefits/Deducciones de nómina	6k	10/20/04
Active Payroll Information/Información sobre nómina	15k	10/7/04
Check History/Historial de cheques	17k	10/7/04
Employee Certification/Certificación	9k	10/14/04
Employee Demographic Information/Información demográfica	13k	10/7/04
Employee Leave Balance/Balance de días hábiles	4k	10/7/04
W2 Information/Información del W2	21k	10/7/04

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[RETIREMENT ESTIMATE CALCULATOR](#)

<http://172.18.16.238:8080/servlet/portal/serve/Library/Employee Profile Folder/porE30.xrep?SESSION=w3ftPkSQ19r5nH55> Internet

Start T_Whats New in Update ... Computer Associates ... 10:07 AM



Summary

- **The employee uses “My employee profile” to get information AND be able to**
 - **Make decisions on**
 - **Payroll issues,**
 - **Benefit issues**
 - **Deduction issues**
 - **IRS Issues**
 - **Certification Issues**
 - **Demographics and personal data**
 - **Leave days**
 - **W2 Forms**
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