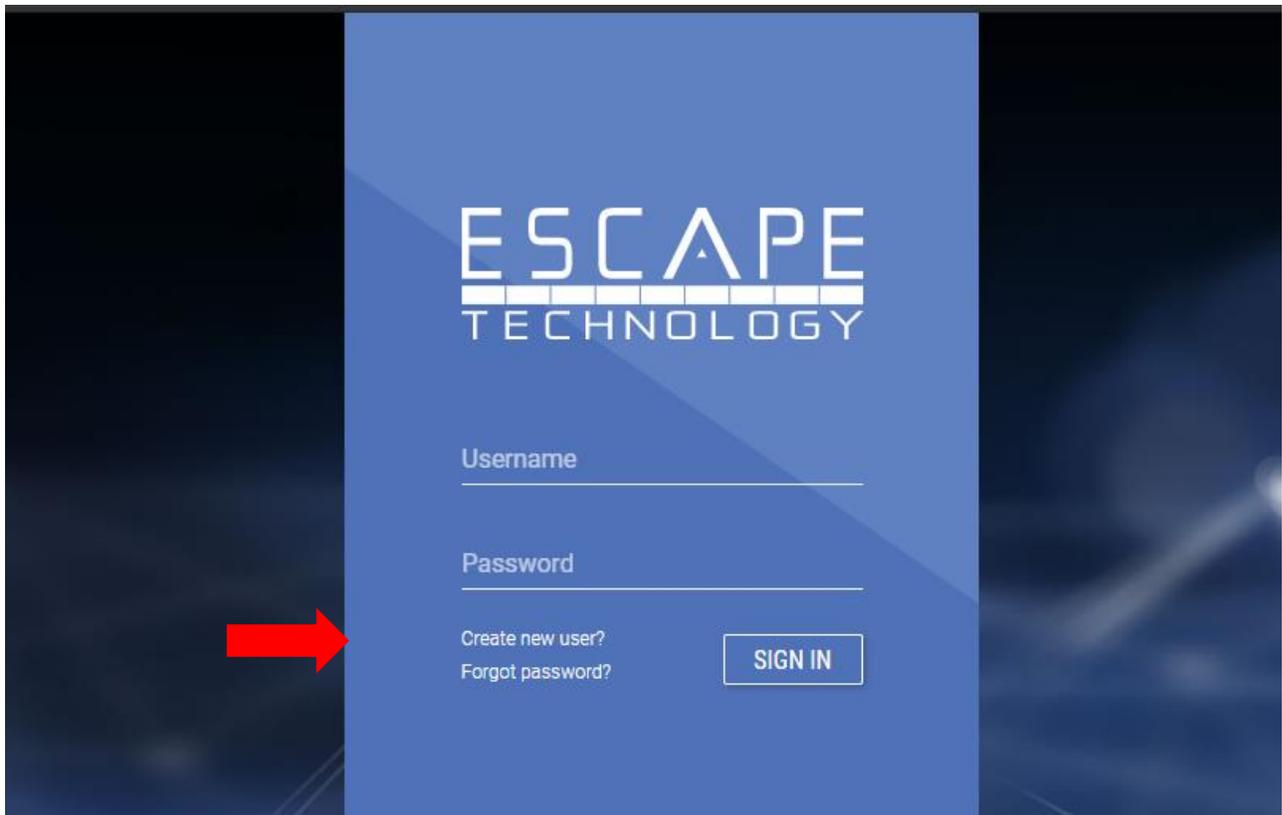


# Welcome to the new Escape Technology Employee Portal

Employees can review pay stubs and W2's; try out tax scenarios; check leave balances; and much more.

- To get started, go to [portal.scoe.org](http://portal.scoe.org) to create a User Profile
- Click on Create new user?



- Enter User information. Note: The user information must exactly match what is recorded in the Escape Employee Management record
- Date of birth and telephone number should include the slashes and dashes accordingly

- Passwords must be a minimum of 12 characters (numbers & special characters are not needed, but recommended)

**ESCAPE**  
TECHNOLOGY

In order to successfully register, the information you provide must match the information already on file with your employer.

Email  
jdoe@scoe.org

First Name  
Jane

Last Name  
Doe

Date of Birth  
06/08/1985

Last 4 SSN  
\*\*\*\*

Home/Mobile Phone  
(707) 555-1234

Create Password  
.....

Confirm Password  
.....

CANCEL REGISTER



Your HR Department  
is Now Open  
**24/7**



WEB-BASED



SECURE



SCALABLE

# EMPLOYEE ONLINE PORTAL

Software for the Business of Education



# Welcome To ...

## ESCAPE EMPLOYEE ONLINE PORTAL

**35,000+ users**  
as of March 2019

**55,300+ payroll  
advices accessed**



A self-service browser-based portal, Employee Online Portal saves money, time and paper. It is convenient, allowing access anytime, anywhere from a computer, tablet or smartphone. Employees can:

- Review their pay stubs and W2s
- Try out tax scenarios
- Check their leave balances and much more.

It is integrated with Escape Online, it is literally a portal to Escape Online. All data is read from and written in real time to the Escape Online database. Any employee can be provided access to the Employee Online Portal with secure strong password, two-factor authentication.



Being able to use the tax calculator - a great tool for employees.

~ Accounting Director





# MY PAYROLL

## Pay Stub Tax Info Historical Pay & W2

- View Last Pay Stub
- View Recent Paychecks
- View and Download W2 Statements
- View & Download 1095 Statements

## Pay Calculator Tax Change Requests

- Try various tax scenario changes in the payroll calculator, like allowances, marital status, etc.
- Submit a change request for federal and state withholdings
- Receive an email notification after approval process

	New	Current	Difference
<b>Estimated Net Pay:</b>	<b>\$4,116.52</b>	<b>\$3,841.35</b>	<b>\$275.17</b>
<small>You can use the payroll calculator to see the effects on net pay for pay changes, tax withholding changes and deduction changes. <b>Important:</b> This payroll calculator is designed to provide general guidance and estimates. It should not be relied on to calculate exact taxes and net pay.</small>			
<b>Earnings</b>			
Regular	\$8,154.67	\$8,154.67	\$0.00
Extra	\$0	\$0.00	\$0.00
Extra (Retirement Exempt)	-\$200	\$0.00	-\$200.00
<b>Federal Tax Withholdings</b>			
Marital Status	Married	Single	
Allowances	2	3	
Additional Flat Amount	\$25	\$0.00	
Additional Percentage	0 %	0%	
Exempt			



# MY INFORMATION

- Demographics
- Assignments
- Credentials
- Education
- Requirements

**ESCAPE** My Information

**Delonte D. Michaels**  
Hire Date: 12/02/1990

**Employee Number**  
2010

**Phone Numbers**  
Home: (916) 773-6263  
Mobile: (916) 300-6464

**Emails**  
Work: emichaels@district.edu  
Personal: celeste@att.net

**Employee Directory Name**

**Home Address**  
123 Main Street  
Roseville, CA 95601

**Mailing Address**  
123 Main Street  
Roseville, CA 95601

**Spouse**  
Sam  
(800) 777-8888

**Emergency Contact**  
No Information

**Doctor**  
Dr. Google  
(333) 444-5555

Status	Pos#	Type	Location	From	Through	FTE	Job Category	Job Class
Current	1	Paid	Fuller HS	07/01/2018	06/30/2019	1	Certificated Management	Superintendent
Past	1	Paid	Fuller HS	07/01/2017	06/30/2018	1	Certificated Management	Superintendent
Past	1	Paid	Fuller HS	07/01/2016	06/30/2017	1	Certificated Management	Superintendent
Past	1	Paid	Fuller HS	07/01/2015	06/30/2016	1	Certificated Management	Superintendent

- Update demographics, including address and emergency contacts
- View current & past assignments, including FTE, job category, etc.
- View credentials, Issue & expiration dates
- View education including degrees, licenses, EL authorizations, etc.
- View requirements for positions & expiration dates

**ESCAPE** Requirements

**Driver License**  
Number: T7890123  
Expiration Date: 04/20/2020

**Auto Insurance**  
Expires: Not on file

**First Aid**  
Expires: Not on file

**CPR**  
Expires: Not on file

**Concussion Training**  
Expires: Not on file

**Coach Training**  
Expires: Not on file

**SCA Training**  
Expires: Not on file

**Medical**  
 • TB Expired: **03/31/2019**  
 Expires Soon  
 Hep B Completed: Not on file  
 Hep B Waiver: Not on file  
 Influenza Completed: Not on file  
 Measles Completed: Not on file  
 Pertussis Immunization Completion Date: Not on file

• indicates required for your position

ABC District  
1234 Arvy Street  
Roseville, CA 95601  
P: (800) 777-8800  
F: (800) 777-8811



# MY BENEFITS

**Leave Balances and Activity** Health and Welfare

**Leave Balances Summary**

Sick Hours	Available: 1967.5	Per Day Days	Available: 5
School Year to Date		School Year to Date	
Req Balance: 1972	Adjact: 0	Req Balance: 0	Adjact: 0
Accrued: 96	Deck/Paid: 0	Accrued: 5	Deck/Paid: 0
Pending: 6.5	End Balance: 1967.5	Pending: 0	End Balance: 5
Used: 0		Used: 0	

**Vacation Hours** Available: 200

Vacation Hours	Available: 200
School Year to Date	
Req Balance: 160	Adjact: 40
Accrued: 120	Deck/Paid: 0
Pending: 0	End Balance: 200
Used: 0	

**Leave Summary Activity**

Leave Type Filter: Unfiltered | School Year Filter: Unfiltered

Leave	From	Day	Through	Day	Amount	Unit	Type	Deck/Paid
Sick	03/05/2019	Tuesday	03/05/2019	Tuesday	-8.5000	Hours	Usage	
No Tell	03/01/2019	Friday	03/31/2019	Sunday	8.0000	Hours	Grant	
No Tell	02/01/2019	Friday	02/28/2019	Thursday	8.0000	Hours	Grant	
No Tell	01/01/2019	Tuesday	01/31/2019	Thursday	8.0000	Hours	Grant	
No Tell	12/01/2018	Saturday	12/31/2018	Monday	8.0000	Hours	Grant	

## Leave Balances Leave Activity Health & Welfare

- Current school year leave balance summary
- Leave activity including date, duration, type and school year

## Health & Welfare

- Current & past benefits
- Dependents who are covered

**Health and Welfare**

**Dependents**

Sam Vernon	Dario Vernon	Heather Vernon
Relation: Spouse	Relation: Child	Relation: Child
Med Coverage: Yes	Med Coverage: Yes	Med Coverage: Yes
DOB: 03/06/1970	DOB: 07/20/1995	DOB: 05/26/1996
Age: 49	Age: 23	Age: 22

**Current Health and Welfare Benefits**

KHP-MGT	Vision	DMGT
From: 07/01/2018	From: 06/11/2014	From: 07/01/2007
Through: Current	Through: Current	Through: Current
Level: Employee + family	Level: Employee + family	Level: Employee + family
My Share: \$448.41	My Share: \$23.73	My Share: \$125.75
District Share: \$899.00	District Share: \$0.00	District Share: \$0.00

**Past Health and Welfare Benefits**

From	Through	Plan	Level
07/01/2009	05/30/2018	KHP-MGT	Employee + family
06/11/2011	05/10/2014	Vision-ER	Employee + family
08/01/2009	05/31/2011	Vision	Employee + family
06/01/2009	07/31/2009	Vision-K	Employee + family
07/01/2007	05/31/2009	KMGT	Employee + family

Total Records: 5



## Get In Touch

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### Address

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3721 Douglas Blvd.  
Suite 250  
Roseville CA 95661



### Tel

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800.288.8076  
916.773.6363



### Web

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[sales@escapetech.com](mailto:sales@escapetech.com)  
[www.escape.technology](http://www.escape.technology)



### Social

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[facebook.com/Escapetech](https://facebook.com/Escapetech)  
[twitter.com/EscapeTechno](https://twitter.com/EscapeTechno)  
[linkedin.com/ company/escape-technology](https://linkedin.com/company/escape-technology)