Welcome
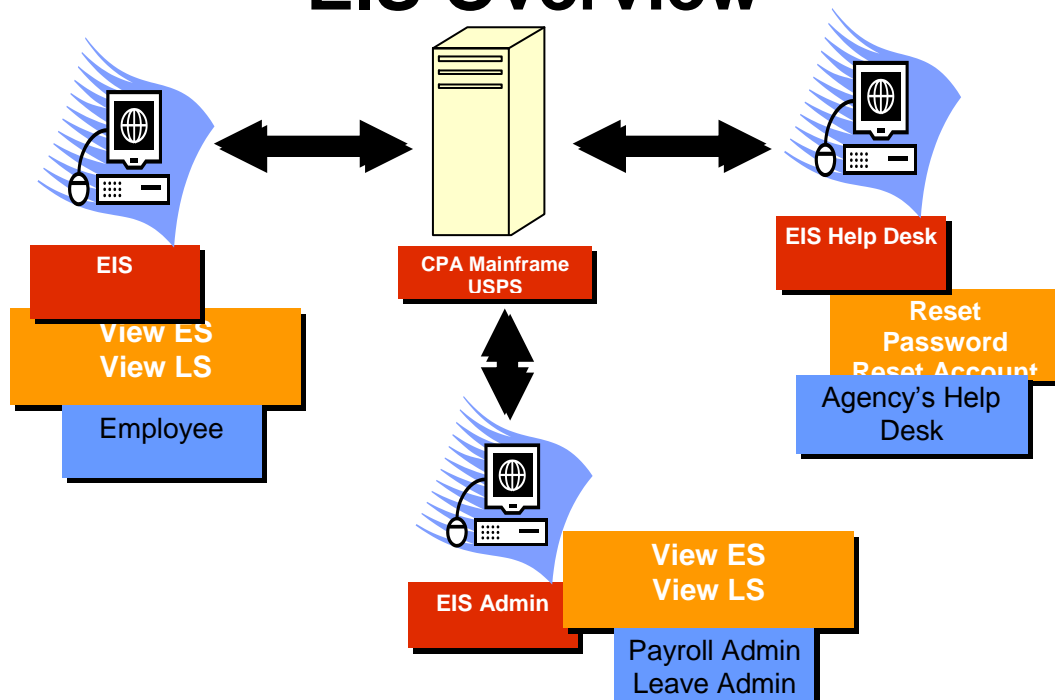
Employee Information System

https://ecpa.cpa.state.tx.us/empinfo/EmployeeMenu.jsp

Welcome to the Employee Information System (EIS), an online system for you to view and print your earnings statements and leave summaries instead of receiving hardcopies. The system is designed to lessen the amount of paperwork generated in the workplace and yet still give you full access to these documents.

An earnings statement is generated and posted on the web each time you receive a payroll payment. A leave summary is generated and posted monthly as requested by your agency. You may choose to receive an email notification every time a new statement (earnings or leave) is available for viewing.

EIS Overview

EIS

View ES
View LS

Employee

CPA Mainframe
USPS

EIS Admin

View ES
View LS

Payroll Admin
Leave Admin

EIS Help Desk

Reset
Password
Reset Account

Agency's Help
Desk

Contents

First Time Login

You must log in initially with the Employee Information System using the following information:

User ID: Enter the system generated Web Employee ID located at the top of your printed earnings statement and/or leave summary. This ID is case-sensitive.

Password: Enter the last six digits of your Social Security Number.
Click on **Login** to proceed to the Registration.

Registration

1. Create a User ID with a minimum length of seven (7) characters.
2. Create a Password. For password rules, click here.

Password

Your password must be at least 8 characters and must have characters from 3 of the following 4 categories listed:

1) uppercase (A-Z)
2) lowercase (a-z)
3) numeric (0-9)
4) non-alphanumeric (e.g., !, $, #, %)

You will need to confirm your password by retyping it.

Note: Your password expires 90 days from the date of last update. You may not use the last five (5) passwords as your current password.

3. Re-type your Password for confirmation.
4. Choose a Security Question.
5. Provide an Answer. The minimum length is five (5) characters.
6. Provide your work email address.

7. Re-type your work email address for confirmation.
8. Choose your email notification preference.
9. Click the Submit button.
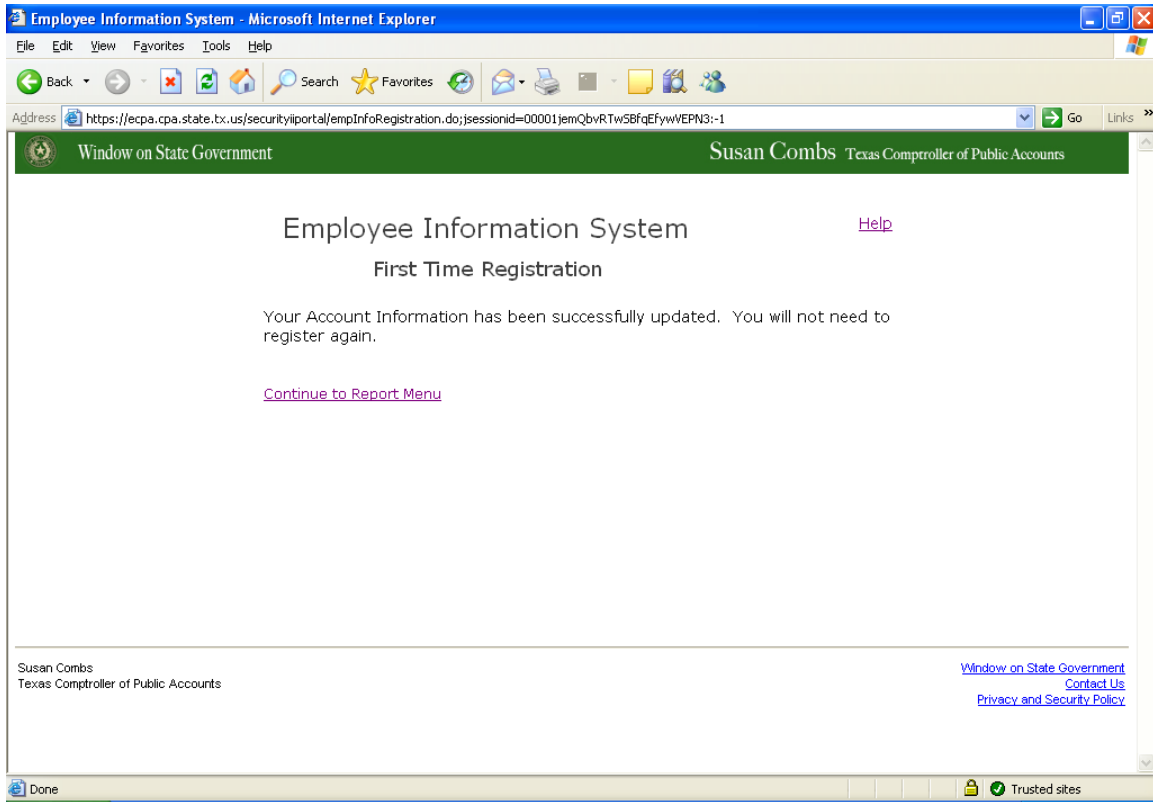
Employee Profile Menu

You will be prompted for your Password for verification when you choose an Employee Profile Menu item. Enter your Password, and press Continue. Below are your Employee Profile Menu options:

- **View Profile**
- **Change User ID**
- **Change Password**
- **Change Security Question**
- **Change Email Address**
- **Change Notification Option**
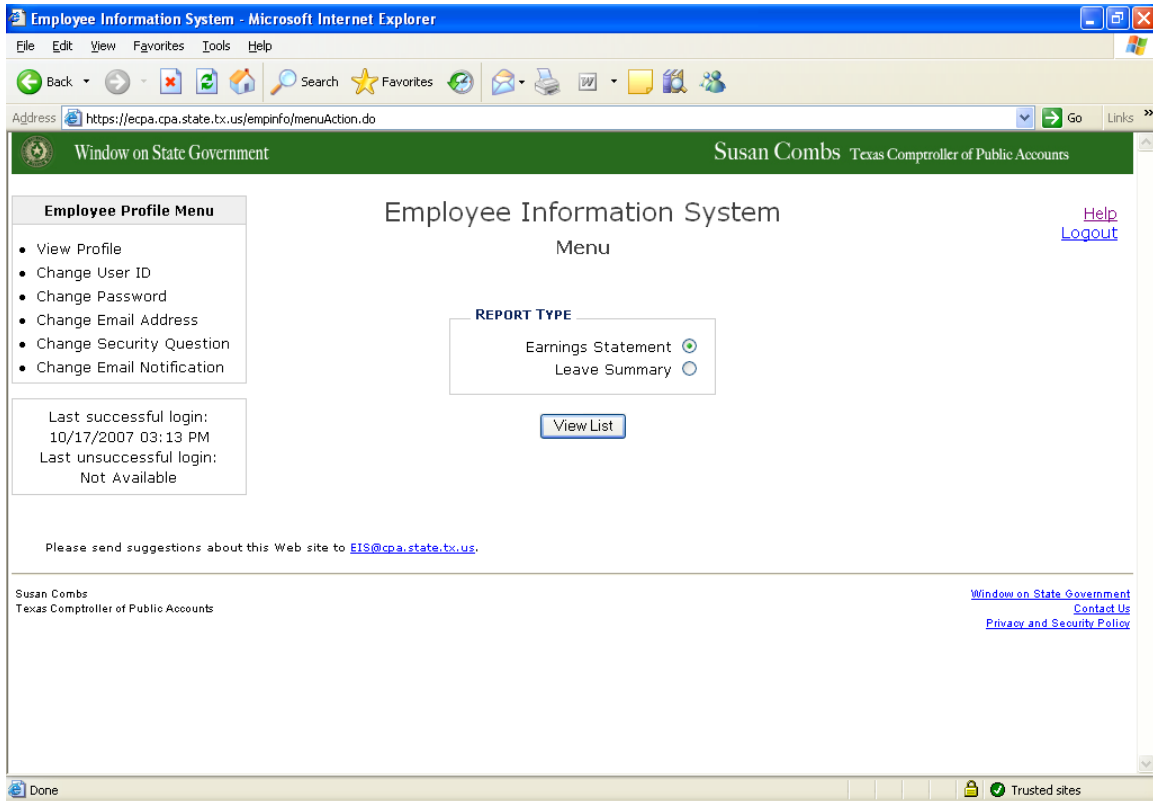
How To

Navigate
View Statements
Bookmark EIS on Your Browser
Print a Statement or Summary
Use Confidential Printing
Suppress Headers and Footers on Printed Statements
Reset Your Password

Navigate

You will see the Employee Information System Main Menu after you register with the system. You may view statements or view/change information in your Employee Profile (on the left pane). When you go to the Employee Profile Menu, you must enter your password to verify your identity before you proceed to any Profile actions such as viewing your Profile and changing your Password. Use the browser's Back button to go to the previous page or the Forward button to go to the next page. You may also click the Employee Information System link to go to the application's main menu.

View Statements

Click on the earnings statement listed by the payment date to view.
Click on the leave summary listed by 'As Of' date to view.
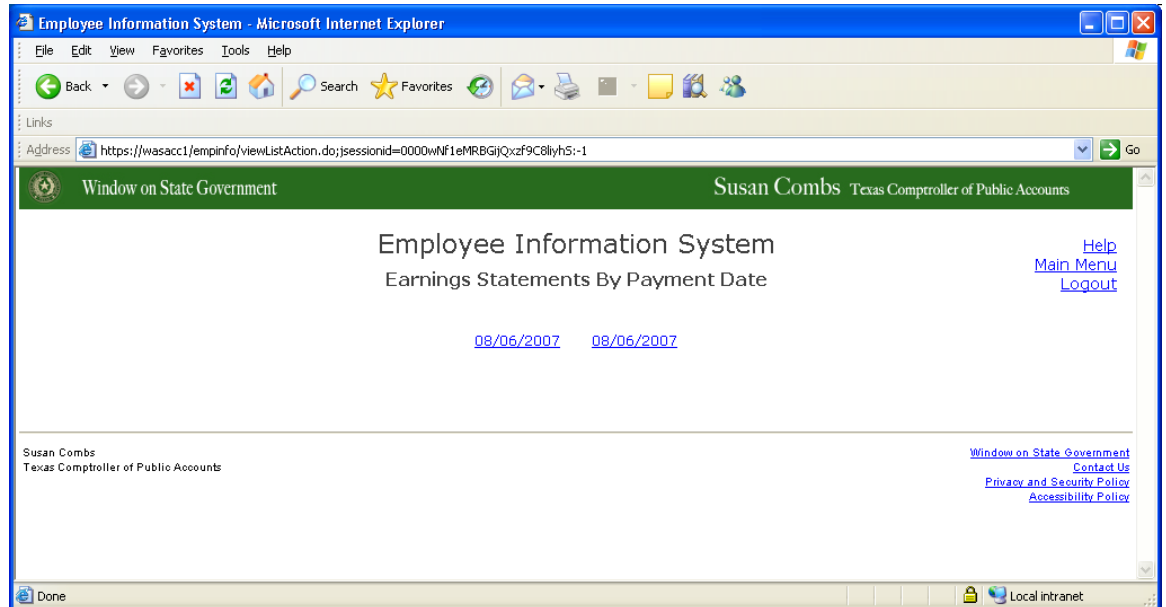
Earnings Statement

File   Edit   View   Favorites   Tools   Help

Back | Search   Favorites

Links

Address   https://wasacc1/empinfo/viewReportAction.do;jsessionid=0000ONcchC50d4c1A9P62yEQOTN;-1?11876   Go

GILLIGAN'S ISLAND TOURS
*** STATEMENT OF EARNINGS ***
PAYROLL PERIOD 08/01/2006 TO 08/31/2006

Back

AGENCY: 820
REPORT: 24

123456789	
00002	
MAXWELL SMART	
99 SECRET AGENT LN	
AUSTIN TX 78701	

PAYMENT NUMBER:	00180697456
PAYMENT DATE:	08/06/2007
PAYROLL DOC NO:	87076FS1
SSN:	XXX-XX-0008
MARITAL STATUS:	SINGLE
NO. EXEMPTIONS:	0
ADDITIONAL AMOUNT:	$0.00

ORG TITLE: GENERIC ORG
POS NO: 00022000
CLASS NO: 1602
TITLE: GENERIC TITLE

STATE SVC: 1 YR 3 MO 0 DY

PAY TBL: 1B   PAY GROUP: 15   STEP:

EARNINGS	HRS	CURRENT	YR-TO-DT	DEDUCT	CURRENT	YR-TO-DT
REGULAR PAY	150:00	3378.59	3378.59	FED W/H TAX	455.08	455.08
LONGEVTY		20.00	20.00	OASDI TAX	210.71	210.71
SALARY GROSS		3398.59	3398.59	MEDICARE TAX	49.28	49.28
SOC SEC GROSS		3398.59	3398.59	ERS RET	203.92	203.92
MEDICARE GROSS		3398.59	3398.59	TOT DEDUCTS	918.99	918.99
- RETIREMENT		203.92	203.92			
FED W/H GROSS		3194.67	3194.67			
TOTAL GROSS		3398.59	3398.59	EARNINGS DISBURSEMENT:		
TOTAL DEDUCTS-		918.99	918.99	WARRANT	2479.60	
TOTAL NET PAY		2479.60	2479.60			

Done   Local intranet

Leave Summary


```
                    UNIFORM STATEWIDE PAYROLL/PERSONNEL SYSTEM                    Back
REPORT: 537                          HAPPY DAYS CORP.
AGENCY: 821                      EMPLOYEE LEAVE SUMMARY
                                    AS OF 05/31/2006


NAME              CUNNINGHAM, RICHIE                        RUN DATE: 06/07/2007
SSN               XXX-XX-0001                               RUN TIME: 17:35:34
POSITION          XXXX
ORG CODE          123456789                    AGENCY EMPLOYMENT DATE: 05/01/2006
TITLE             GENERIC TITLE              EFFECTIVE EMPLOYMENT DATE: 05/01/2006
FLSA STAT         NON-EXEMPT

LEAVE AMOUNT BASED ON 1 MONTHS SERVICE

              SEP    OCT    NOV    DEC    JAN    FEB    MAR    APR    MAY    JUN    JUL    AUG
VACATION      :00    :00    :00    :00    :00    :00    :00    :00   8:00    :00    :00    :00
    SICK      :00    :00    :00    :00    :00    :00    :00    :00   8:00    :00    :00    :00


                 VACATION  SICK  EXTND  SICK  COMP  HOLIDAY  ADMIN   OVERTIME
                                 SICK   POOL  TIME   COMP    LEAVE
F.Y. BEG BAL        :00    :00    :00    :00    :00    :00     :00     :00
FYTD ACC/EARNED    8:00   8:00    :00    :00    :00    :00     :00     :00
FYTD TAKEN          :00    :00    :00    :00    :00    :00     :00     :00   ( :00 DEDUCTED)
FYTD LOST           :00    :00    :00    :00    :00    :00     :00
FYTD PAID           :00    :00    :00    :00    :00    :00     :00     :00
CURRENT BAL        8:00   8:00    :00    :00    :00    :00     :00     :00   ( :00 AVAIL TO TAKE)

** NO MISC ACTIVITY POSTED **

** NO MONTHLY DETAIL POSTED **

** NO UNPOSTED LEAVE FOUND **

** NO LOST COMP POSTED **

** VACATION TO BE CONVERTED ON 09/01/2006 BASED ON PROJECTED MAX OF 180:00

0000:00 HRS OF VACATION TO USE BY 08/31/2006 OR WILL BE CONVERTED TO SICK.
```

Bookmark EIS on Your Browser

To bookmark Employee Information System on your browser:

1. Login.
2. If using Internet Explorer, go to Favorites → Add to Favorites...
   If using Mozilla Firefox, go to Bookmarks → Bookmark This Page.
   If using Safari, go to Bookmarks → Add Bookmark…
   If using Netscape, go to Bookmarks → Bookmark This Page.
   If using Camino, go to Bookmarks → Add Page to Bookmarks…

Print a Statement or Summary

Follow the steps below to print from your browser.

1. Go to the page you want to print.
2. Go to the browser's File → Print...
3. Select the printer.
4. Click Print.

You may want to change the Page Setup to print landscape for your leave summary. Follow the steps below:

1. Go to the browser's File menu and select Page Setup...
2. In the Orientation section, select Landscape.
3. Click OK.
4. Go the browser's File menu and select print.

Use Confidential Printing

Many printers support confidential printing. You can send the print job to the printer, go to the printer, and initiate the actual printing of the print job while you wait for it to complete. To use Confidential Printing, follow the steps below:

1. Go to the browser's File menu and select Print.
2. Select the printer.
3. Click on Preferences.
4. Click on the Job Storage tab.
5. In the Job Storage Mode, select Private Job.
6. You may specify the PIN (it defaults to 0000), the User Name (defaults to you Windows User Name), and Job Name.
7. Click OK.
8. Click Apply.
9. Click OK at the Job Storage window.

At the printer:

10. Click on the Go ($\sqrt{}$) button.
11. Select Retrieve Job.
12. Select your User Name.
13. Select the job(s).
14. Select PRINT.
15. Enter your PIN ($\sqrt{} = 0$, use up and down arrow to select the number)
16. Select the quantity.
17. Press the $\sqrt{}$.

Suppress Headers and Footers on Printed Statements

1. Go to the browser's File → Page Setup…
2. In the Headers and Footers Section, clear out the contents of the Header and Footer boxes.
3. Click OK.

Reset Your Password

You must know your registered User ID and the answer to your Security Question to reset your password. If you do not know either one, you must contact your help desk or your Payroll department for assistance.

1. Click the **Forgot Password** link on the Login page.

2. Enter your **User ID**. (This is the User ID that you created during Registration.)
3. Click Submit.
4. Provide the **Answer** to the security question you chose during registration.
5. Click Submit.
6. Check your email account for the case-sensitive password. (This may take a few minutes.)
7. Click on the Employee Information System Login link.
8. Use your User ID and temporary password to log in.
9. Create a New Password.
10. Confirm the New Password.
11. Click Submit.

Frequently Asked Questions

Q. Sometimes when I click on a link, I get a 'Not Logged In' message. Why?
A. The system automatically ends your login session after ten minutes of inactivity. Click on the Employee Information System link to login again.

Q. Which browsers are supported?
A. EIS has been tested with the following browsers:

- Microsoft Internet Explorer v6, v7
- Safari v2.0.4
- Netscape v7.2
- Firefox v1.5.0.7
- Camino v1.0.3

Q. If I do not know my initial login ID (Web Employee ID), how do I get it?
A. If you have never logged in and registered and do not know your initial login ID (Web Employee ID), contact your Payroll department or agency Timekeeper. Contact your supervisor for further assistance. If you already registered and cannot remember your registered User ID, contact your Payroll department to have your account reset.

Q. During what time periods will EIS be accessible?
A. EIS is available 24 hours a day Monday through Sunday except when there is scheduled maintenance usually between 5 a.m. and 10 a.m. on Sundays.

Q. Will I be able to view my information from home?
A. You will be able to view your statements and/or summaries from any location with Internet access. The link to the application is

Q. How long will my information be online?
A. You will have up to 13 months of statements and/or summaries
Q. If I leave my place of employment, will I be able to access the system?
A. You will have access to the system for 45 days from your termination date.
Q. Is Employee Information System ADA 508 compliant?
A. Yes. Employee Information System is compliant with the Americans With Disabilities Act Rule 508 for the visually impaired.

Glossary

Term	Definition
Earnings Statement	A record showing an employee's payroll payment calculations including gross pay, federal withholding, deductions for retirement, health insurance, and voluntary deductions and net pay. An earnings statement is produced each time an employee is paid by the agency for any salary related payment. These include regular pay, overtime, bonus pay, lump sum pay for annual leave at termination of employment, or any other salary related payment. Earnings statements do not apply to payments made for reimbursements of travel, training, or tuition reimbursement. Earnings Statements are listed by the Paid Date. (e.g., 7/02/2007 would be for the June pay period.)
Email Address	The email address is used to notify you of changes to your Employee Profile. You can only use your work email. The email address will be verified for format, but will not be checked that it is a valid email account. You need to confirm the email address by retyping it.
Email Notification Option	You have two options. Yes is the default option. If Yes is chosen, the email notifications will be sent to the email address on your account for new statements. You will receive email notifications for any profile changes and password resets regardless of this option. 1. Yes - send Email Notifications when new statements are available 2. No - do not send Email Notifications when new statements are available

Forgot Password	If you have forgotten your password, you can click on this link to reset your password. You will be prompted to answer the Security Question you had previously chosen.
	If answered correctly, a temporary password will be sent to the email address in your Profile. After 3 unsuccessful attempts at answering the Security Question (the answer is not case-sensitive), your account will be suspended.
	Contact your Help Desk to have your password reset. You must know your User ID.
Last Successful Login	The date and time of the last successful login.
Last Unsuccessful Login	The date and time of the last unsuccessful login attempt.
Leave Summary	A statement that shows all the time taken by or granted to an employee on a monthly basis.
	Leave Summaries are listed by the last day of the month. (e.g., 07/31/2007 would be for your July balances.)
Password	Your password must be at least 8 characters and must have characters from 3 of the following 4 categories listed:
	1) uppercase (A-Z) 2) lowercase (a-z) 3) numeric (0-9) 4) non-alphanumeric (e.g., !, $, #, %)
	You will need to confirm your password by retyping it.
	Note: Your password expires 90 days from the date of last update. You may not use the last five (5) passwords as your current password.
Security Answer	Enter your answer to the Security Question you selected. The answer has a minimum length of five. This field is not case-sensitive.
Security Question	Select a question from the drop down menu.
User ID	An identifier created by the employee that is at least 7 characters and no more than 35 characters in length. User

ID is case-sensitive.

Web Employee ID	A nine-digit, unique, alphanumeric identifier assigned to employees that is used to initially login to Employee Information System.

Additional Assistance

Reset Password

If you have forgotten your password, security question and answer **AND** you know your User ID and your email address in your Profile, you can call your Help Desk to have your password reset.

If you do not know your User ID or for questions on your earnings statement or leave summary, contact your Payroll department, Timekeeper or supervisor during normal business hours for further assistance.