

Pelham School District

Employee Access Center User Guide

Welcome to the Pelham School District's Employee Access Center (EAC). EAC is the web-based software module that will allow all regular staff to access their personnel data.

Employees can:

- Review their employee master file demographic records and request changes to many fields
- Access and print copies of previous pay checks and vouchers, W-2's, and 1095-C's
- View earnings and benefit information
- Verify any certifications that the District has on file
- Utilize the "What If" paycheck calculator

How To Log Into EAC

To access your personal information, you will need to log into the eFinancePLUS web portal. There are two options to access the EAC login page. In your web browser enter the following URL:

<https://eac.spihost.net/plh/eac5/Login.aspx>

Alternately, you can connect to the Pelham School District website (www.pelhamsd.org) and go to Staff—Staff Resources, and click on the Employee Access Center (EAC) link.

You will see the EAC login page:

Enter User ID and Password

eFinancePLUS Employee Access Center

Profile: Pelham - Live 5.2

User ID:

Password:

Login

[Forgot your Password?](#)

Enter your full User ID (your full Pelham School District email address or your employee number). Enter your Password (minimum of 8 characters with a combination of upper and lower case and at least 1 number).

If you forgot your password, please click the "Forgot Password" link. If you continue to have difficulty, please contact Christine Lavacchia at clavacchia@pelhamsd.org. Thank you.

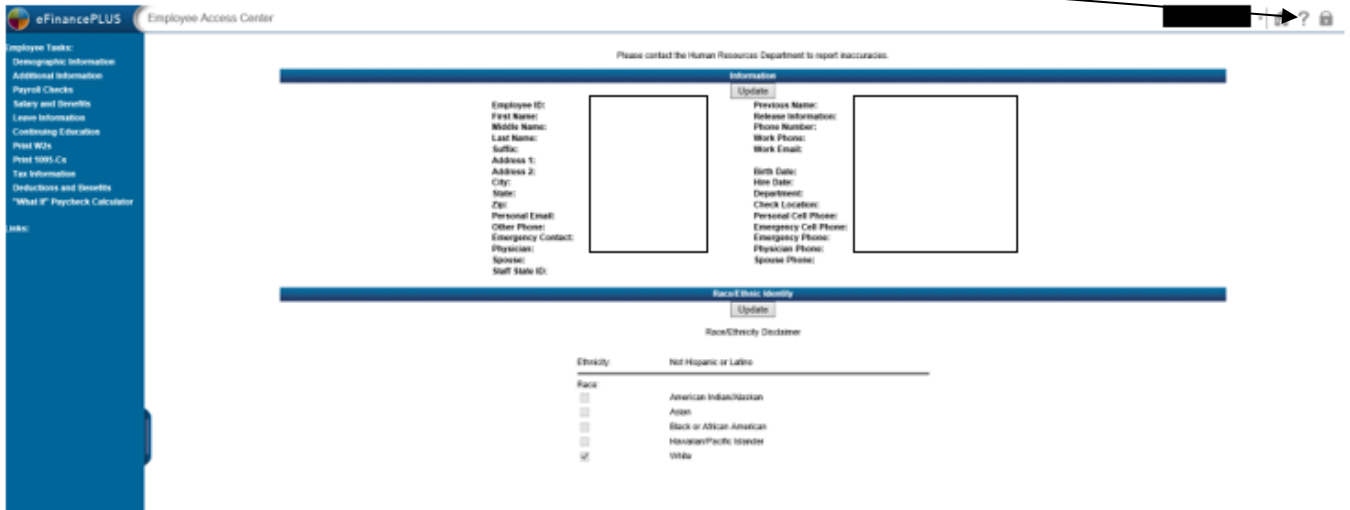
Your User ID is either your employee number (found on your paycheck detail) or your full Pelham School District email address (e.g. jd@pelhamsd.org). Your initial Password is the last four digits of your Social Security Number (SSN). You will be required to change this the first time you log in. The password will need to be a minimum of 8 alphanumeric characters, consisting of a combination of upper and lowercase. You can also use special characters. You will also be prompted to set up security

questions in the event that you forget your password in the future.

Note: For eFinancePLUS users, the User ID and password for EAC is different from the eFinancePLUS username and password.

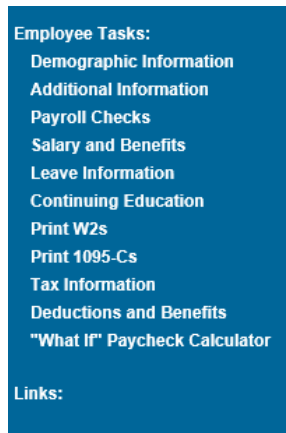
This first screen (i.e. home screen) that comes up is your Employee Demographic Information page.

While using EAC, the help (?) link at the top right of the page will open a page with detailed help for the current page you are viewing.



EAC Menu Options

On the left side of your screen is the navigation bar, you can use this to gain access to all the features of this website.



Demographic Information Page

Employee Tasks:
 Demographic Information
 Additional Information
 Payroll Checks
 Salary and Benefits
 Leave Information
 Continuing Education
 Print W2s
 Print 1095-Cs
 Tax Information
 Deductions and Benefits
 "What If" Paycheck Calculator

Links:

Please contact the Human Resources Department to report inaccuracies.

Information

Employee ID:
 First Name:
 Middle Name:
 Last Name:
 Suffix:
 Address 1:
 Address 2:
 City:
 State:
 Zip:
 Personal Email:
 Other Phone:
 Emergency Contact:
 Physician:
 Spouse:
 Staff State ID:

Previous Name:
 Release Information:
 Phone Number:
 Work Phone:
 Work Email:
 Birth Date:
 Hire Date:
 Department:
 Check Location:
 Personal Cell Phone:
 Emergency Cell Phone:
 Emergency Phone:
 Physician Phone:
 Spouse Phone:

Race/Ethnicity

Race/Ethnicity Declaration

Ethnicity: Not Hispanic or Latino

Race:

American Indian/Alaskan
 Asian
 Black or African American
 Hawaiian/Pacific Islander
 White

This is the first screen you will see when you log into EAC. This screen provides information from your employee personnel file.

To see which fields you can update via the web, click on the update button. Fields with a text block next to the title may be updated using EAC.

Please remember that any changes you make online will not be reflected immediately in your personnel records. They will be reviewed by HR prior to posting.

Additional Information Page

This page shows the certification(s) listed in our HR system. Degrees will be added at a later date. These fields have not yet been totally populated.

If you have a certification that is not listed on this screen, please send an email to HR at icote@pelhamsd.org with the specifics of the certification(s) that is not listed.

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EDUCATION							
Highest	Type	School	Date	Major	Minor	Credits	GPA

CERTIFICATIONS					
Number	Issue Date	Expiration Date	Registration Date	Type	Area


If any of the above information is incorrect, please contact icote@pelhamsd.org to make corrections.

Payroll Checks Page

This page shows your Payroll Check or Direct Deposit Voucher Information. Click on the check or voucher number in order to see the details of that pay period. When you click on a check/voucher number, a copy of your advice for that check will be displayed in Adobe .pdf format.

Check Number	Check Date	Pay Type	Manual/Void/Adjustment	Net Pay
V153527	02/04/2021	Direct Deposit		\$1,103.21
V153191	01/21/2021	Direct Deposit		\$1,103.21
V152723	01/07/2021	Direct Deposit		\$1,103.21
V152495	12/24/2020	Direct Deposit		\$1,191.75
V152252	12/10/2020	Direct Deposit		\$1,118.94

If you do not have the Adobe acrobat reader on your system, you can download a free copy from the

Adobe website:  just click on this logo at the bottom of the screen and it will take you to the Adobe website.

Salary and Benefits Page

This page allows you to view your total calculated compensation for the current fiscal year (earnings and deductions) as well as the percentage each is of your total compensation.

You can also click on the Historical Salary and Benefits link at the bottom of the screen to view your fiscal year-to-date salary earnings by type.

Leave Information Page

This displays a calendar of leave days taken. It is accurate through the most recent pay period.

Leave is accurate to last payrun

Leave Calendar

Leave Banks | Leave Requests

July 2020							August 2020							September 2020							October 2020												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
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1	2	3	4	5	6																												

To view detail on a specific day, click on the date and the information for that date will be displayed above the calendars.

[Home](#) | [Logout](#)

Leave Detail for 11/3/2020

Leave Type	Start Date	End Date	Hours	Status	Notes
PERSONAL PAY - HOURLY	11/03/2020	11/03/2020	1.0000	Posted	

[July 2020](#) [August 2020](#) [September 2020](#) [October 2020](#)

Print W2s Page

You are able to view and print a copy of each year’s W-2 since 2014 or your hire date. This feature requires the Adobe Acrobat Reader to view the W2’s.

Print 1095-Cs Page

You are able to view and print a copy of each year’s 1095-C, as applicable, since 2015. This feature requires the Adobe Acrobat Reader to view the 1095-C’s.

Tax Information Page

This page shows you the current tax filing information on file with Payroll. There is a link to the current W-4 Form if you need to make changes. Please send the completed form to the Payroll Department via interoffice mail.

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Print 1095-Cs
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"What If" Paycheck Calculator
Links:

Please fill out corresponding forms with your change request.

Tax Information			
Federal			
Exempt:	N - Not Exempt	W-4 Submission Date:	4/29/2019
Filing Status:	M	Annual Other Income:	0.00
W-4 Step 2 Checkbox:	<input type="checkbox"/>	Annual Deductions:	0.00
Extra Withholding:	0.00	Annual Tax Credit:	0.00
Non-Resident Alien:	<input type="checkbox"/>	Number of Pre-2020 W-4 Exemptions:	0
Instructions:	Please complete a new Form W-4, Employee's Withholding Certificate, and send it to the SAU Payroll office to make changes to your Federal Income Tax Withholdings.		
CLICK HERE FOR W-4 Form			
State			
Exempt:	W - Exempt with W2	Number of Exemptions:	0
Filing Status:	A	Extra Withholding:	0.00
State:	NH		
Instructions:	MA State Tax can be withheld -contact clavacchia@pelhamsd.org for more information		
<input type="button" value="Update"/>			

Deductions & Benefits Page

This page provides you with details on all of your deductions and benefits that are both active and inactive. It will show your current deductions and YTD deductions, as well as your current employer paid benefits and the YTD employer paid benefits. You may also add new dependents by clicking on the 'Update Dependents' link at the bottom of the page, however, if you are adding them to an insurance plan, additional paperwork will be needed.


You will also be using this section for our annual Open Enrollment Benefits election. Specific instructions for open enrollment will be sent prior to our annual open enrollment period in May.

'What If' Paycheck Calculator Page

This tool allows you to enter/change your salary or pay information; tax filing status, annual deductions, extra withholding, etc; and change/add deductions to see how they affect your paycheck. This is a wizard that will take you through various steps.

- Enter or change your salary/hours line and/or enter an additional line if you want to add additional pay.
- For the Federal Tax, click the Box under "Use 2020 or Later Form W-4" and fill in the appropriate boxes (i.e. change the filing status, add annual other income, annual deductions, annual tax credit, extra withholding). Click on Next.
- This brings you to your Deductions. You can add new ones, take out whichever ones you don't want, make changes to existing, etc. as needed.
- Press Calculate.

Exiting EAC

When you are finished using EAC it is best to logout using the link  in the top right corner to disconnect from the website. Then you can just close the browser.

Questions

If you have any questions on how to use EAC, please contact Christine Lavacchia, Joan Cote or Deb Mahoney at the SAU office.