



ACCESSING YOUR EMPLOYEE ACCESS (PAYROLL INFORMATION AND SELF-SERVICE)

STEP 1: Visit the ESC website at www.esc1.net

The screenshot shows the website header with 'District Home' and 'Sign In' links. Below is the 'Region One Education Service Center' logo and '50 Years of Excellence'. A navigation menu includes Home, About Us, Divisions, Workshops, Programs & Services, Schools, Students, and Calendar. The main content area features 'HOURS OF OPERATION' and several news items: 'Interested in Doing Business with Region One Cooperatives & McAllen ISD? September 26, 2016', 'Excellence Through Equity Author Headlines Region One Workshop on October 14', and 'ELL Leadership Academy'.

STEP 2: Scroll down until you see the SubHub...link shown on the left hand side and click once.

The screenshot shows a vertical list of navigation links on the left side of the website. An arrow points to the 'SubHub-The Region One Substitute Teacher Management System' link. Other visible links include Advisory Councils, Alternative Certification Programs, Bids & Proposals, Disproportionate Representation, Dropout Prevention, ITCCS Sign In, PEIMS, Public Information Requests, Financial Transparency, Region One ESC Fraud Hotline, School District Calendars, Social Media Directory, System of Regional Education Service Centers, and TXEIS.

STEP 3: On the next webpage scroll down and click on Current SubHub Employee (Employee Links).

The screenshot shows the 'Human Resources Support' page. A sidebar on the left contains a list of links, with an arrow pointing to 'Current SubHub Employees (Employee Links)'. The main content area features the SubHub logo and the heading 'Have you heard? The SubHub is here!'. Below this, it describes the service and lists participating school districts: Donna ISD, Edcouch Elsa ISD, Hidalgo ISD, La Joya ISD, La Villa ISD, Lyford CISD, Mercedes ISD, Monte Alto ISD, San Benito CISD, Santa Rosa ISD, and South Texas ISD. There is also a section for 'Upcoming Events' and 'Contact Information' with names and email addresses.

Warning: This is a security protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By proceeding to sign in, you acknowledge that you are an authorized user.

- Help
- Log Off
- New User
- Forgotten User ID
- Forgotten Password

Please enter your User ID and Password (case sensitive) and click Login or Change Password. Otherwise click the appropriate button.

User ID

Password

Normal Hours of Operation

Monday thru Saturday	7:00 am - 11:00 pm
Sunday	3:00 pm - 11:00 pm

Special Notice

Supported browsers for ITCCS are:
IE 9, IE 10 and IE 11
Google Chrome
Safari 5+ on Mac desktops and iPads



Click here to "Like" ITCCS to stay connected with the latest news and software enhancements.

Home About Us **Divisions** Workshops Programs & Services Schools Students Calendar

Human Resources Support

- Overview
- Americans with Disabilities Act (ADA)
- Beginning Teacher Induction and Mentoring Program
- Human Resources Advisory Council
- Educator Certification
- Employment Opportunities
- HR Calendar
- HR Resources
- Job Fairs
- NCLB Highly Qualified Requirements
- Personnel Services Cooperative

Instructions:

- How to access your email
- How to access your paycheck stub and Self-Service
 - Viewing Employee Access
- How to submit your Timesheet
- How to register for a workshop
 - New User (never attended a training with Region One before)
 - Returning User

Live Links:

- Employee Access

Employee Access provides a convenient way to see your data. It is a real-time connection giving you up-to-date employee information. By creating a User ID and password, you can view Calendar Year to Date, Current Pay Information, Deductions, Earnings (Check Stubs) and W-2's.

It is recommended to use Google Chrome and enable pop-ups for this site.

- Region One Email

Access your Region One Email by clicking on the link above.

- AESOP/VeriTime Login

STEP 4: Employee Access: Click on the blue link labeled Employee Access (previous page). A video on how to access this information is also available in section (b) above.

FIRST TIME USER: If you have never used this feature then you will need to click on **New User** (left side) and enter the required data (see screen below). Once you have done this you will be prompted to set up your user ID and a password. We suggest that you use the beginning of your ESC email (letters before the @ symbol) as your user ID; however, you may use anything you'd like. This is found under the Earnings section. **If you have any problems accessing your account, then contact the Help Desk at 984-6060**

STEP 5: Type in your 9 digit employee number (0000XXXX), date of birth, and zip code. Then click on the **Find** button.

Region One Education Service Center

Employee Access



Please enter your employee number, date of birth, and zip and click Find.

Employee Number (no dashes)

Date of Birth (mm dd yyyy)

Zip Code



ACCESSING YOUR EMPLOYEE ACCESS (PAYROLL INFORMATION AND SELF-SERVICE)

STEP 6: Once you login you will be able to click on Earnings (blue tab on the left) to retrieve your pay stub.

Region One Education Service Center Employee Access



DOLORES N HERNANDEZ

Log Off

Please select one of the menu options.

Calendar Year to Date
Current Pay Information
Deductions
Earnings
Leave Balances
Leave Request ▶
Overtime Request ▶
Self-Service ▶
Supervisor ▶
Total Compensation
Travel Reimbursement ▶
W-2

SELF-SERVICE

Self-Service allows you to view and update general information in two main areas. The two areas are **Demographic Maintenance** and **Payroll Maintenance**.

Region One Education Service Center Employee Access



Log Off

Please select one of the menu options.

Calendar Year to Date
Current Pay Information
Deductions
Earnings
Leave Balances
Leave Request ▶
Overtime Request ▶
Self-Service ▶
Supervisor ▶
Temporary Approval Path
Total Compensation
Travel Reimbursement ▶
W-2
1095C

Demographic Maintenance
Payroll Maintenance



ACCESSING YOUR EMPLOYEE ACCESS (PAYROLL INFORMATION AND SELF-SERVICE)

Demographic Maintenance

Under demographic maintenance you are able to view and update employee information, contact information, and emergency information. Click on **Edit** then make the necessary changes. Be sure to click on **Submit** when done. **If you change your phone number or address then you are also responsible for notifying the Human Resources Department at (956) 984-6105.**

Region One Education Service Center Employee Access



Menu Log Off [Redacted] Help

Data found. Please enter changes.

Edit Submit

Changes submitted before the payroll deadline will be effective the next pay date. Name change requests will be approved upon verification of original documents. Please take your new SSN card (copies will not be accepted) to the HR office for verification.

Employee Information						
Legal Name:	Prefix	Last	First	Middle<	Gen	
	<input type="text"/>	[Redacted]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check Name:	<input type="text"/>					<input type="text"/>
Preferred Name:	<input type="text"/>					
Contact Information						
Street Number	Street Name	Apartment	City	State	Zip	

Payroll Maintenance

Under payroll maintenance you are able to view and update marital status, number of exemptions, additional withholding amounts, bank code, bank name, account number, account type, and deposit amount. Click on **Edit** then make the necessary changes. Be sure to click on **Submit** when done.

If you make any changes to bank information then you are required to access the proper Direct Deposit Form and uploading this to the W-4 Docs blue button. In addition, if you change any withholding information (W-4) you are also required to access the W-4 form, complete it, and then upload it to the W-4 Docs blue button. For additional assistance with this you may contact the Staff Accountant at 984-6286 or the SubHub office at 984-6024.

Region One Education Service Center Employee Access



Menu Log Off [Redacted] Help

Data found. Please enter changes.

Payroll: Monthly Edit Submit

Uploaded documents are for documentation purposes only. Communication (via email or phone) with the payroll office is still required to make related changes.

[W-4 Docs](#)

Marital Status:	2 - Married	Number of Exemptions:	0	Additional Withholding:	0.00	W-4 Link
	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Direct Deposit Maintenance					
Delete	Bank Code	Bank Name	Account Number	Account Type	Deposit Amount

RETURNING USER:

Login using your User ID and Password. Once you login you will be able to use the tabs on the left to make a selection on the proper function needed.



ACCESSING YOUR EMPLOYEE ACCESS (PAYROLL INFORMATION AND SELF-SERVICE)



Warning: This is a security protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By proceeding to sign in, you acknowledge that you are an authorized user.

- Help
- Log Off
- New User
- Forgotten User ID
- Forgotten Password

Please enter your User ID and Password (case sensitive) and click Login or Change Password. Otherwise click the appropriate button.

User ID

Password

Normal Hours of Operation	
Monday thru Saturday	7:00 am - 11:00 pm
Sunday	3:00 pm - 11:00 pm

Special Notice
Supported browsers for ITCCS are: IE 9, IE 10 and IE 11 Google Chrome Safari 6+ on Mac desktops and iPads

Forgot your password? Click here to retrieve your password. It will be sent to your email account. **You may also choose to contact the Help Desk at 956-984-6060 for assistance in retrieving your user ID and/or password.**

All other steps are followed according to the information above.

Finally, be sure to **Log Off** properly.