



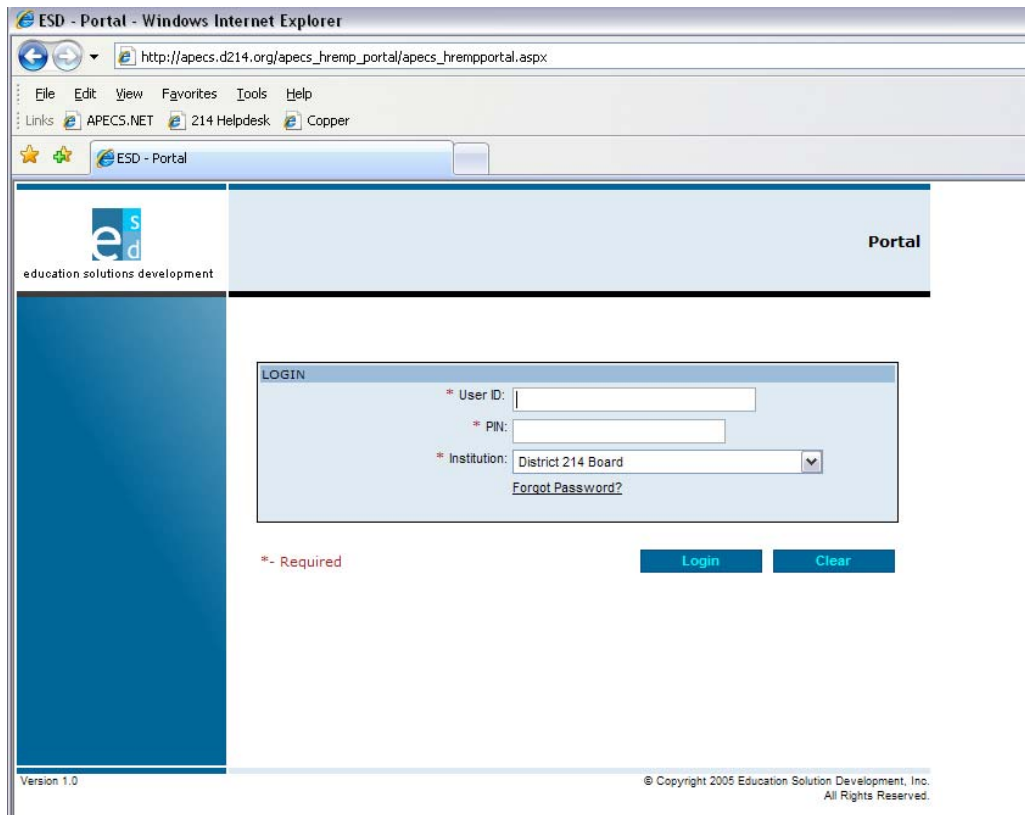
Township High School District 214

Welcome to the District 214 employee portal. From this website, an employee can view personal data, payroll information, deductions and benefits, vacation, personal and sick days used and balance remaining.

Access to District 214 Portal

The portal is available through a secure website using Internet Explorer or Safari:

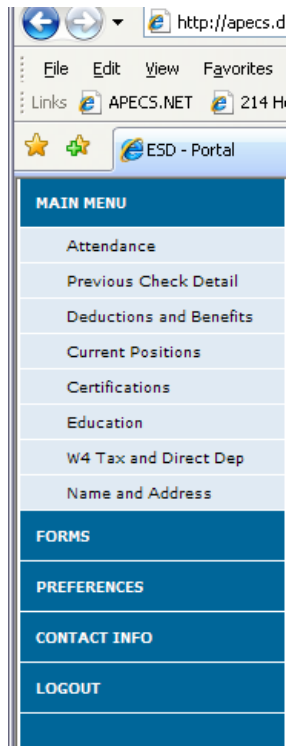
http://apecs.d214.org/apecs_hremportal



Your user ID is your full email address (john.doe@d214.org). ***Your PIN is initially set as the last 4 digits of your Social Security Number. PIN should be changed through the Preference Screen the first time you log in.***

Main Menu

The portal menu is displayed on the left of the screen as shown below:



Attendance

Once logged in, the portal will open to the employee's attendance screen. This screen displays posted leave records. On the left of the page will be the navigation links. The **Main Menu** portion will be opened displaying the various pages the employee can go to view specific data.

LEGEND	CATEGORY	CARRIED Fwd EARNED	TRANS IN TRANS OUT	USED REQUESTED	BALANCE
Green	PERS/EMERG	0.00	0.00	6.00	18.00
		24.00	0.00	0.00	
Red	SICK LEAVE	81.00	0.00	5.00	180.00
		104.00	0.00	0.00	
Blue	VACATION	0.00	0.00	0.00	80.00
		80.00	0.00	0.00	

July 2008							August 2008							September 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

Calendar dates are colored to show leave postings on that date. Run the mouse over a highlighted date on the calendar to display the type of leave and number of hours used. Prior years can be viewed by selecting a different year using the drop down menu at the top right.

Previous Check Detail

Previous Check Detail displays a list of all of your paychecks by calendar year. You can view information from a particular payroll by clicking on the underlined document number.

[MAIN MENU](#) > [Previous Check Detail](#)

Year: ▼

DOC. NO.	DATE	GROSS	FIT	SIT	MED/PENSION	DEDUCT	NET PAY
<u>814579</u>	05/31/2007	21.21	0.00	0.00	1.63	0.00	19.58
<u>814103</u>	04/30/2007	1,693.44	88.00	25.00	129.54	150.00	1,300.90
<u>814262</u>	04/30/2007	700.00	3.00	2.00	53.55	0.00	641.45
<u>813788</u>	03/30/2007	2,595.94	203.00	75.00	198.59	150.00	1,969.35
<u>813471</u>	02/28/2007	2,693.52	218.00	80.00	206.06	150.00	2,039.46
<u>813162</u>	01/31/2007	2,600.82	204.00	75.00	198.96	150.00	1,972.86
TOTAL:		10,304.93	716.00	257.00	788.33	600.00	7,943.60

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This will display the same information as your direct deposit advice or payroll check stub. Year to date values are fiscal year to date, July 1 – June 30.

[MAIN MENU](#) > [Previous Check Detail](#) > [Check Stub Details - Doc. No. 813471](#)

PAYMENT DESC AND TYPE	SALARY HRLY RATE	PAYMENTS HRLY FACTOR	PAID TO DATE NO OF HRS	GROSS
PRIMARY JOB	27,075.00	8 out of 12	18,050.00	2,256.25
	27,075.00	1.0000	1.00	
SALARY-WAIVED INSURANCE	2,276.28	8 out of 12	1,517.52	189.69
	2,276.28	1.0000	1.00	
FLEXIBLE SPENDING ALLOWANCE	1,800.00	8 out of 12	1,200.00	150.00
	1,800.00	1.0000	1.00	
ADDITIONAL HOURS	0.00	1 out of 0	29.28	9.76
	13.01	1.0000	0.00	
OVERTIME HOURS	0.00	1 out of 0	239.06	87.82
	13.01	1.5000	0.00	
TOTAL:				2,693.52

TAXES / RETIREMENT	CURRENT	YEAR TO DATE
Federal Income Tax	218.00	422.00
Medicare	39.06	76.77
OASDI	167.00	328.25
State Income Tax-OK	80.00	155.00
TOTAL:	504.06	982.02

VOLUNTARY DEDUCTIONS	CURRENT	YEAR TO DATE
AMERICAN FIDELITY ASSURANCE	150.00	300.00
TOTAL:	150.00	300.00

NET:	2,039.46
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Deductions and Benefits

Use the Deductions and Benefits screen to view employer paid benefits and voluntary deductions that are active on your record. This screen also shows whether a deduction is taken on a pre-tax basis.

MAIN MENU > Deductions and Benefits

DESCRIPTION	PRE-TAX	LENGTH	DEDUCTION	BENEFIT
AMERICAN FIDELITY ASSURANCE	Yes	Indefinitely	150.00	0.00
Federal Income Tax	No	Indefinitely	0.00	0.00
JOHN HANCOCK LTC EMPLOYER	No	Indefinitely	0.00	25.00
Medicare	No	Indefinitely	0.31	0.31
OASDI	No	Indefinitely	1.32	1.32
State Income Tax-OK	No	Indefinitely	0.00	0.00
TRS Burden School Pays	No	Indefinitely	0.00	1.73
TRS Fed - Pri Grnt School Pays	No	Indefinitely	0.00	0.00
TRS School Pays	No	Indefinitely	0.00	1.60

Current Positions

The Current Positions screen details the employee's current job and salary.

MAIN MENU > Current Positions

JOB TITLE	ANNUAL SAL	PAYMENTS	LENGTH	CONTRACT	PAYMENTS
SALARY SCHEDULE	PAID TO DATE	RATE/UNITS	POSITION	START	START
			CONTRACT	END	END
PROGRAMMER	67,428.00	23 out of 27	260.00	06/19/2006	06/19/2006
	57,438.66		260.00	06/30/2007	06/30/2007

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INFORMATION
This screen summarizes your current position.

Certifications

The Certifications tab displays information regarding teaching and administrative licenses.

MAIN MENU > Certifications

CERTIFICATE NO.	TYPE	ISSUED	GRADE LEVEL
DESCRIPTION	CATEGORY	EXPIRED	RESTRICTION
SSN	APPRENTICE TEACHER RECEIVED	07/01/2006 08/31/2011	

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INFORMATION
This screen summarizes any certifications you might have.

Education

The Education tab displays the highest degree on record for an individual.

MAIN MENU > Education

LEVEL	SCHOOL	START DATE END DATE	TOTAL CREDITS CREDITS EARNED
No records retrieved.			

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INFORMATION
This screen summarizes your educational background that is on file.

W-4 and Direct Deposit

This tab shows the information from your latest W-4 and Direct Deposit record. To make any changes to your W-4, go to Forms on the main menu. Open the appropriate document, complete the form and send to the Payroll Department at FVEC. Contact the Payroll Department with any questions or to request the form needed to make any changes to your Direct Deposit.

MAIN MENU > W4 Tax and Direct Dep

	FILING STATUS	EXEMPTIONS	ADDITIONAL
FEDERAL	Single	0	\$ 00
STATE (Tennessee)		0	\$ 00

PAY LOCATION	ROUTING NO.	ACCOUNT TYPE	ACCOUNT NO.
CENTRAL OFFICE	077000040	Checking account	042357883

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INFORMATION
This screen summarizes your federal withholding data. If you have direct deposit, it also lists your account number and bank routing number.

Name and Address

Your name, home address and telephone number are displayed on this screen.

MAIN MENU > Name and Address

DETAILS

Name: JOHN PUELC	Hired Date: 07/06/87
Address: 1114 OAK GROVE MEMPHIS, TN 38171	Retired Date:
County:	Country: UNITED STATES

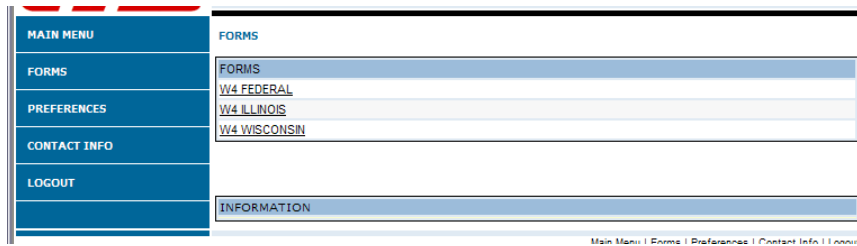
PHONE TYPE	NUMBER	EXT	EMAIL	DEFAULT
Home	(901)555-1781		J.PUELC@SCSK12.ORG	

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INFORMATION
This screen summarizes your personal data.

Forms

Federal and State tax forms are available on this screen. In the event changes need to be made, complete the appropriate form and send to the Payroll Department at FVEC.



The screenshot shows a web application interface with a blue sidebar menu on the left and a main content area on the right. The sidebar menu has the following items: MAIN MENU, FORMS, PREFERENCES, CONTACT INFO, and LOGOUT. The main content area is titled "FORMS" and contains a list of links: W4 FEDERAL, W4 ILLINOIS, and W4 WISCONSIN. Below this list is an "INFORMATION" section. At the bottom right of the page, there is a breadcrumb trail: Main Menu | Forms | Preferences | Contact Info | About.

Preferences

The Preferences tab can be used to reset your PIN. This should be done at your first login.



The screenshot shows the "PREFERENCES > Reset Pin" page. It features a "LOGIN INFO" section with the following details: SSN: 555-47-0000, Full Name: PUBLIC, JOHN, and Description: ACTIVE. Below this is a "RESET PIN" section with two required text input fields: "New PIN" and "Re-Type PIN". A legend indicates that an asterisk (*) denotes a required field. There are "Save" and "Clear" buttons. At the bottom, an "INFORMATION" section provides instructions: "To reset your PIN, enter a new PIN in the New PIN field and enter the new PIN again in the Re-Type PIN field and click the Save button."

Contact Info

Find appropriate contact information on this page.

Email Tab

Please disregard the email tab. Email links can be found on the **Contact Info** page.

Logout

Be sure to logout when you are finished using the portal.