

Employee Self Service Portal

We use software from Tyler Technologies for bookkeeping and human resources. This is where employees will view their paystubs, request leave time, change tax withholding, input dependents and add emergency contacts and so much more! All employees will be able to access their personal data via the Employee Self Service Portal 24/7. Click on the link where you receive your paycheck from. Links are:

Employee Portal Links:

[Employee Portal for Cabot School District](#)

[Employee Portal for Caledonia Central Supervisory Union](#)

[Employee Portal for Caledonia Cooperative School District](#)

[Employee Portal for Danville School](#)

[Employee Portal for Peacham School](#)

[Employee Portal for Twinfield Union School District](#)

LogIn (the top right side of your screen)

User Name: first initial last name (example:vkoch)

Password: Welcome1

To View your Paystubs:

Once in, look at the top left tab "Employee Resources"

Then select "Compensation"

Now select "Pay Period"

There is a drop down menu of all the dates you have received a paycheck.

To View or Request Leave time:

Once in, look at the top left tab "Employee Resources"

You select "Attendance"

Select "Request time off"

Highlight the date you want to be out. Hit next.

Chose what type of day you are taking off. Hit next.

Select the increment you will be out (**1 is a full day-see chart below for partial days**)

Put in the hours you will be out. Hit next.

Put in the reason you will be out (example: dr apt)

Hit "submit request"

You will receive an email response once your approval responds.

Hours requested:	Hours per Day on Contract:				
	6	6.5	7	7.5	8
0.5	0.08	0.08	0.07	0.07	0.06
1	0.17	0.15	0.14	0.13	0.13
1.5	0.25	0.23	0.21	0.20	0.19
2	0.33	0.31	0.29	0.27	0.25
2.5	0.42	0.38	0.36	0.33	0.31
3	0.50	0.46	0.43	0.40	0.38
3.5	0.58	0.54	0.50	0.47	0.44
4	0.67	0.62	0.57	0.53	0.50
4.5	0.75	0.69	0.64	0.60	0.56
5	0.83	0.77	0.71	0.67	0.63
5.5	0.92	0.85	0.79	0.73	0.69
6	1.00	0.92	0.86	0.80	0.75
6.5	1.08	1.00	0.93	0.87	0.81
7	1.17	1.08	1.00	0.93	0.88
7.5	1.25	1.15	1.07	1.00	0.94
8	1.33	1.23	1.14	1.07	1.00