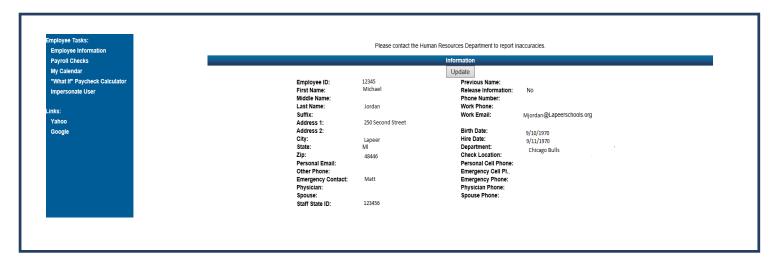# Employee Access Center

Access the Employee Access Center from the link on the District Website
-or- use this Link https://eac.spihost.net/lap/eac51mlcs/Login.aspx

Sign on using your school email address or employee number as the User ID and the last 4 digits of your social security number for the password.

First screen shows you your Employee Information

Use the Update box to change phone number or address.
An automatic email will go to HR requesting the change.

Payroll Checks will be posted here on Pay day

Payroll Check Information

Employee Tasks:
- Employee Information
- Payroll Checks
- My Calendar
- Tax Information
- Deductions and Benefits
- "What If" Paycheck Calculator

Check Number	Check Date	Pay Type	Manual/Void/Adjustment	Net Pay
123	08/08/2017	Direct Deposit		$ never
456	07/21/2017	Direct Deposit		$ enough
789	07/07/2017	Direct Deposit		$ 😁

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Click on the CHECK NUMBER to view your Check stub.

Net Pay value for Direct Deposit checks shows the Net Pay before the direct deposit deduction(s).

Employee Tasks:
- Employee Information
- Payroll Checks
- My Calendar
- Tax Information
- Deductions and Benefits
- "What If" Paycheck Calculator

Leave is accurate to last payrun

Leave Calendar
Leave Banks

Calendar months: August 2016, September 2016, October 2016, November 2016, December 2016, January 2017, February 2017, March 2017, April 2017, May 2017, June 2017

Legend:
- WORK DAY
- NON WORK DAY
- HOLIDAY
- WEEKEND DAY

Leave is accurate to last payroll calculation.

Leave Banks
Leave Calendar

Code - Title	Unit of Leave	Taken YTD	Earned YTD	Balance	Show Leave Detail
001 - FUNERAL DAY-SALARY	Days	0.0000	0.0000	1.0000	⌄
No data available.					
100 - SICK TEACH	Days	0.0000	0.0000	8.2610	⌄
No data available.					
200 - LEA PERSONAL DAY	Days	0.0000	0.0000	3.0000	⌄
No data available.					
800 - MISC DAY	Days	0.0000	0.0000	0.0000	⌄

Description	From	To	Days	Posted	Remarks
MISC PAY SALARY	05/22/2018	05/22/2018	1.0000	P	
MISC PAY SALARY	05/23/2018	05/23/2018	1.0000	P	
MISC PAY SALARY	05/24/2018	05/24/2018	1.0000	P	
MISC PAY SALARY	05/24/2018	05/24/2018	1.0000	P	
MISC PAY SALARY	05/30/2018	05/30/2018	1.0000	P	

Code - Title	Unit of Leave	Taken YTD	Earned YTD	Balance	Show Leave Detail
999 - UNPAID DAY	Days	0.0000	0.0000	0.0000	⌄
No data available.					