

# JUST SO YOU KNOW: BUSINESS EDITION

## READY FOR TAX SEASON

W-2's will be delivered to  
campuses no later than  
1/31/2017.

Once again, we have contracted  
with ETC and they will be  
mailing all 1095 Forms (ACA  
reporting) to the addresses we  
have on file.

If you have any questions about  
your W-2 or 1095 form Please  
contact Lance Rainey @ 4106 or  
Matt Cooper @ 4113



## COMMON QUESTIONS AND ANSWERS

**Q: Need a copy of your wage and earnings statement and lost the email?**

*A: You can always find a copy at  
<https://txeis10.txeis.net/EmployeeAccess/app/login?distid=043908>*

*For instructions on accessing your account, please visit  
<http://www.melissaisd.org/departments/business-services/> and click on  
Payroll then TXEIS Employee Access Instructions.*

**Q: Have a life changing event?**

*A: You may need to update your benefits or W-4 for tax purposes. For  
benefit changes please contact Estella Lopez @ 4103. You can also view all  
benefits related material by visiting  
<http://www.melissaisd.org/departments/human-resources-employment/>*

*To update your W-4, please visit  
<http://www.melissaisd.org/departments/business-services/> and the W-4  
form can be downloaded by clicking on Payroll then click W-4. Please  
submit your changes to Lulu Rodriguez.*

**Q: Change your name or need to update your address?**

*A: Please visit <http://www.melissaisd.org/departments/business-services/>  
and the form can be downloaded by clicking on Payroll then Change of  
Address/Name. Submit the completed form to Lulu Rodriguez.*

## GET TO KNOW YOUR BUSINESS OFFICE

Top Row (Left to Right):

*Matt Cooper – Business Manager*

*Estella Lopez – Administrative Assistant/Benefits*

*Lance Rainey – Executive Director of Administrative Services*

Middle Row (Left to Right):

*Lulu Rodriguez – Payroll Coordinator*

*Candace Fallin – Accounts Payable*

Bottom Row:

*Megan Wright – Receptionist/Activity Accounts*

“Intelligence plus character, that is the true goal of education” – Martin Luther King Jr.