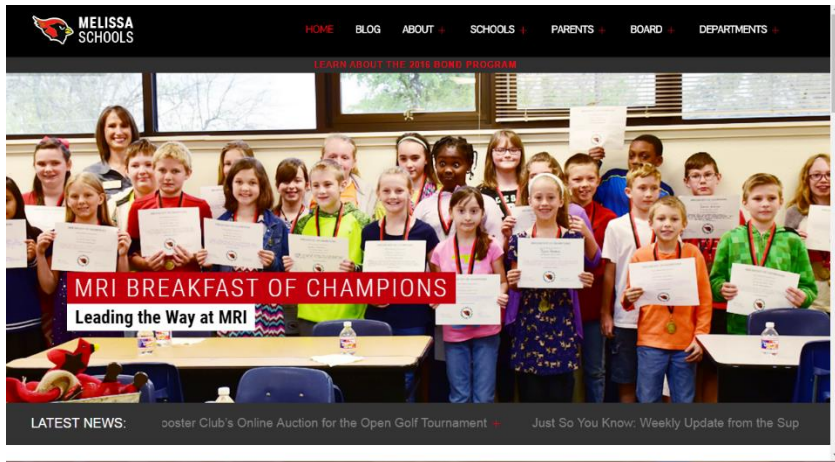
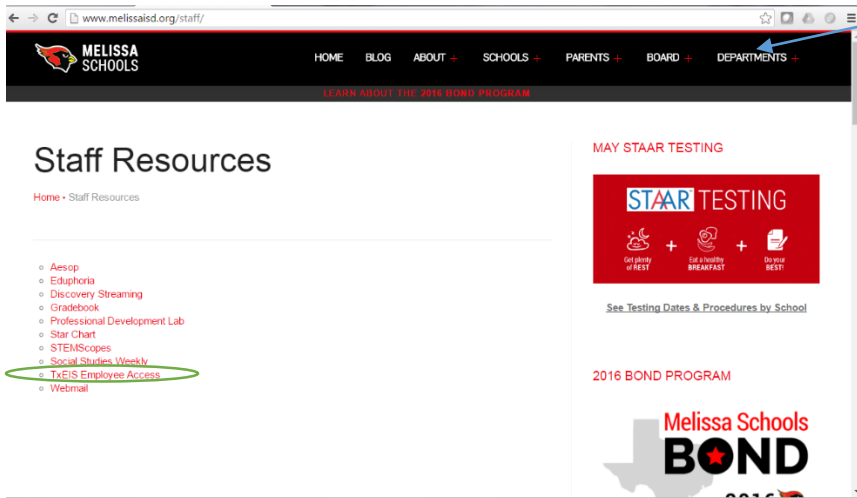


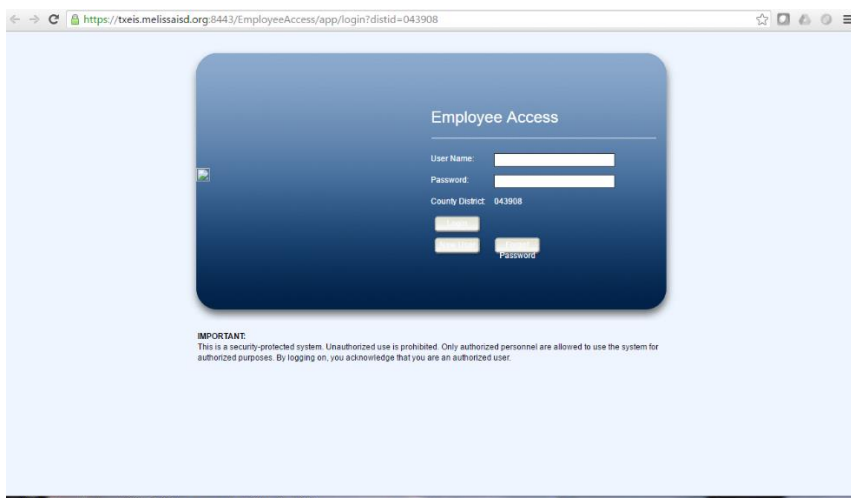
Login to the Melissa ISD website www.melissaisd.org



Click the DEPARTMENTS dropdown > select TxEIS EMPLOYEE ACCESS



Create a personal account as a NEW USER in TxEIS



Once your account is created, you will have access to all your personal payroll information:

INQUIRY DROPDOWN:

PAYROLL YEAR TO DATE – Breakdown of pay

CURRENT PAY INFORMATION – Demographics including tax exemptions, job experience, bank info

DEDUCTIONS – Current deductions selected at enrollment

EARNINGS – Monthly earnings statement

LEAVE BALANCES – YTD leave balances

W-2 INFORMATION – Can view back 10 years (@Melissa ISD)

Contact Lulu Rodriguez for further information regarding TxEIS Employee Access

lrodriguez@melissaisd.org

972-837-2411

X4107