

Go to the Melissa Schools website: [www.melissaisd.org](http://www.melissaisd.org)

Click on **Departments** at the top of the page:



## Welcome to Melissa Schools!

HOME OF THE CARDINALS

Click on **Staff Resources**:

Melissa Schools Police Department

Office of the Deputy Superintendent

Office of the Superintendent

Operations

Food Nutrition

Student Transportation

Transportation

Staff Resources

Click on **TxEIS Employee Access**:

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## Staff Resources

Creating a Culture of Voting: Visit [www.melissaisd.org/voting](http://www.melissaisd.org/voting) for information on voter registration and polling places for the upcoming election.



If you have never used the Employee Access\* portal before, click **New User**:

\*Please note that the Employee Access login is separate from standard TxEIS access\*



The image shows the Employee Access login interface. On the left is a logo featuring a map of Texas with the text 'TXEIS'. On the right, the title 'Employee Access' is displayed above a horizontal line. Below the line are three input fields: 'User Name:', 'Password:', and 'County District: 043908'. There are three buttons: 'Login', 'New User', and 'Forgot Password'. A red arrow points to the 'New User' button.

**IMPORTANT:**  
This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.

Enter your Social Security Number, Date of Birth and Zip code as provided during your onboarding, then click Retrieve:



The image shows the top navigation bar of the Employee Access portal. It includes the TXEIS logo on the left, the text 'Employee Access Version: .', and a breadcrumb trail 'Employee Access > New User'.

Please enter your social security #, date of birth, and zip and click Retrieve.

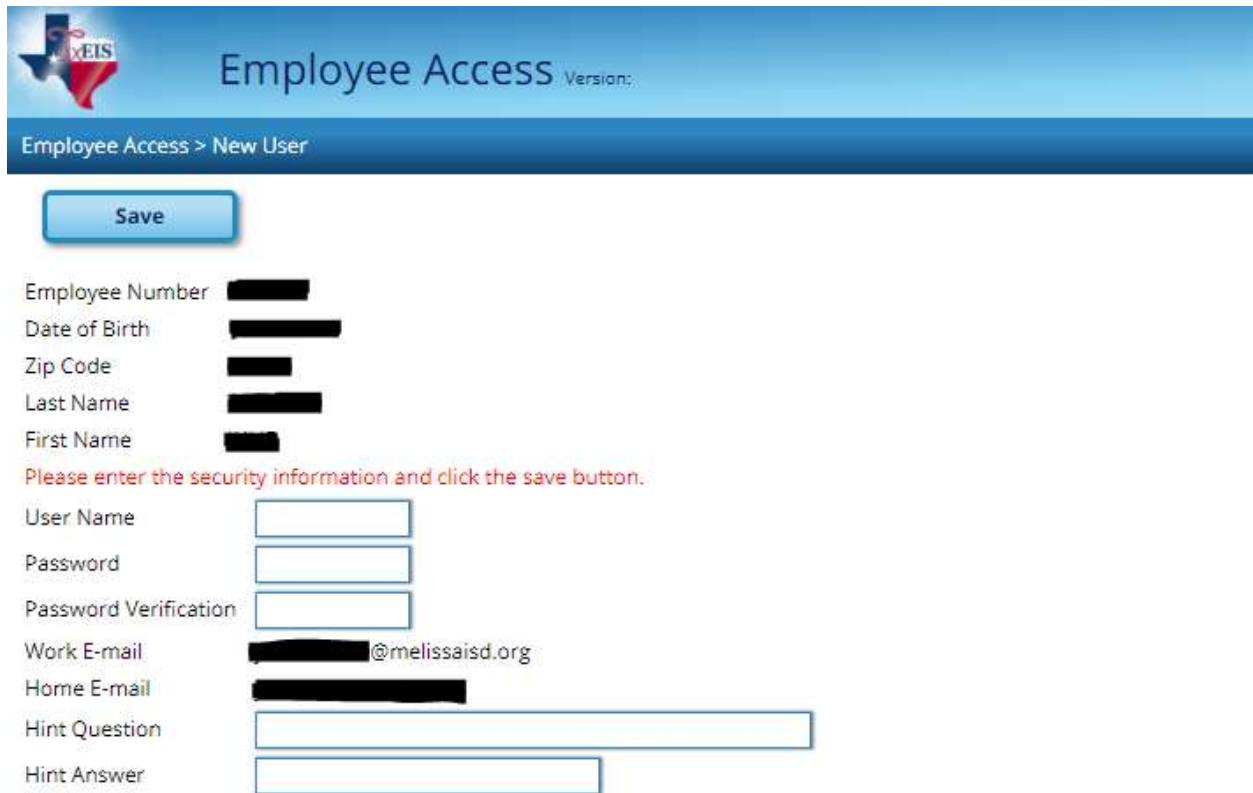
Social Security #  (no dashes)

Date of Birth    (mm dd yyyy)

Zip Code

## INSTRUCTIONS FOR USING TXEIS EMPLOYEE ACCESS

You will be prompted to set up a User Name and Password as well as a Hint Question and Answer:



The screenshot shows the 'Employee Access > New User' registration page. At the top left is the TXEIS logo. The page title is 'Employee Access Version:'. Below the title is a breadcrumb trail 'Employee Access > New User'. A blue 'Save' button is positioned at the top left of the form area. The form contains several fields: 'Employee Number', 'Date of Birth', 'Zip Code', 'Last Name', and 'First Name', all of which are currently redacted with black boxes. Below these fields is a red instruction: 'Please enter the security information and click the save button.' The security information fields include 'User Name', 'Password', and 'Password Verification', each with an empty text input box. The 'Work E-mail' field contains a redacted address followed by '@melissaisd.org'. The 'Home E-mail' field is also redacted. The 'Hint Question' and 'Hint Answer' fields are empty text input boxes.

Once you create your account, you will have access to the Inquiry, Self-Service and Leave menu options:



Inquiry>Calendar Year to Date – Breakdown of pay for each year, January-December

Inquiry>Current Pay Information – Demographic information (name, address, date of birth, etc.) as well as years of experience, withholding information, position and banking information

Inquiry>Deductions – Current deduction information

Inquiry>Earnings – Dropdown access to all Wage & Earnings Statements; prints to PDF just like your emailed version

Inquiry>W-2 Information – Access to your most-recent W-2; prints to PDF just like your official W-2

Self Service>Change Password – Change your Employee Access password

Leave>Leave Balances – Current processed leave balances \*please remember that leave is processed a month behind\*