

Madera Unified School District

Employee Portal

Via the Portal, employees can access their own personal contact information as well as view their Benefits and Leaves. Also accessible are employee pay stubs, reimbursements, W2s, and 1095 statements.

Employees can try different scenarios for changes to taxes, including marital status, allowances, additional deductions and more. Employees can submit a request to change federal and state withholdings. These requests are routed through an approval process before being posting to the Financial System.

Instructions for Employees: Using any browser, enter the following URL in your web browser address bar: <https://eportal.mcsos.org>

*****First time users will need to register on the portal*****

Select 'Create new user?'

frontline ERP for California
EMPLOYEE PORTAL

Frontline ERP for California
(Employee Portal)

Sign In

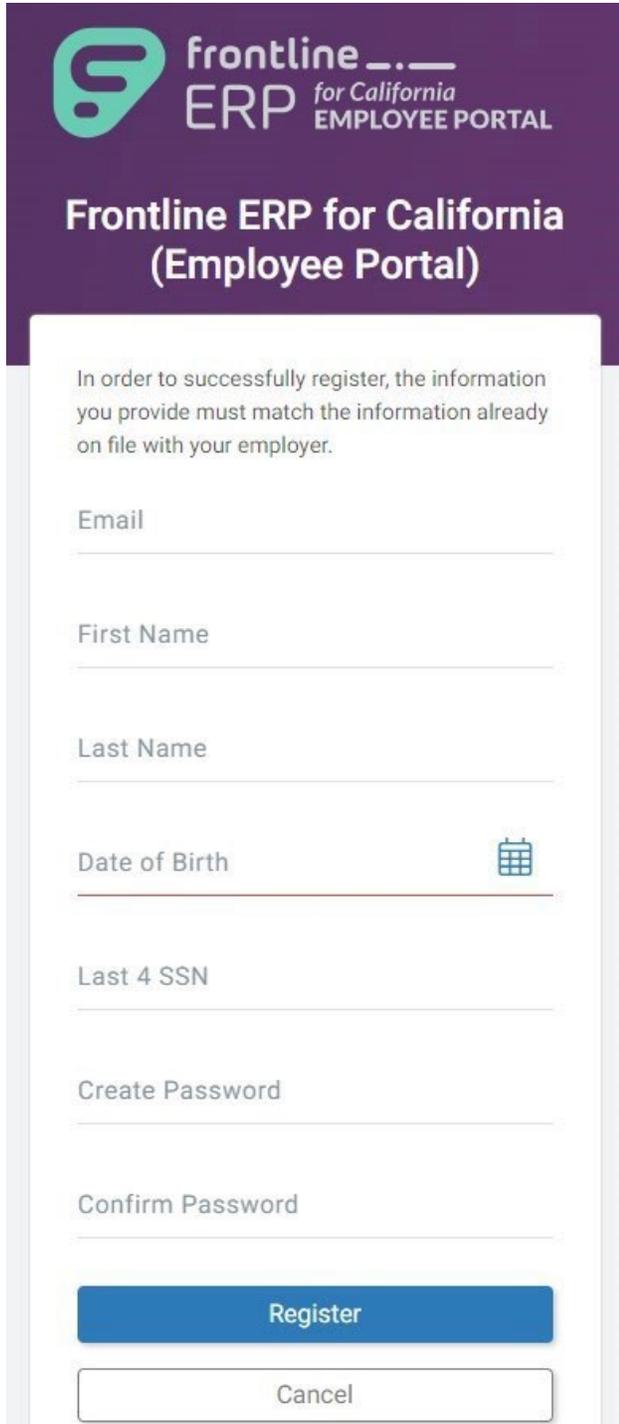
Username

Password

Sign In

Create new user? Forgot password?

Employee Portal



The screenshot shows the registration form for the Frontline ERP for California Employee Portal. The form is set against a purple header with the logo and title. Below the header, a white box contains the registration instructions and form fields. The fields include Email, First Name, Last Name, Date of Birth (with a calendar icon), Last 4 SSN, Create Password, and Confirm Password. At the bottom of the form are two buttons: a blue 'Register' button and a white 'Cancel' button.

frontline ERP for California EMPLOYEE PORTAL

Frontline ERP for California (Employee Portal)

In order to successfully register, the information you provide must match the information already on file with your employer.

Email

First Name

Last Name

Date of Birth 

Last 4 SSN

Create Password

Confirm Password

Register

Cancel

Fill out all the information fields in the registration window

The information MUST match what your employer has on file (email should be your work email address).

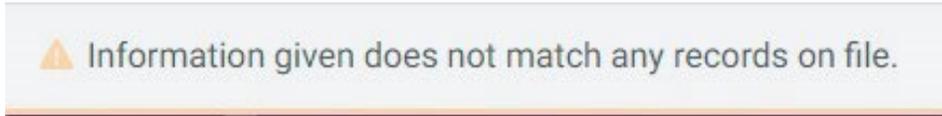
Once the fields are complete, select REGISTER

Password rules:

- ✗ Contains at least 8 characters
 - ✗ Contains 1 lower case character(s)
 - ✗ Contains 1 upper case character(s)
 - ✗ Contains 1 numerical character(s)
 - ✗ Contains 1 special character(s)
- ~!@#\$%^&*()_+~/?.><"';:|}{\

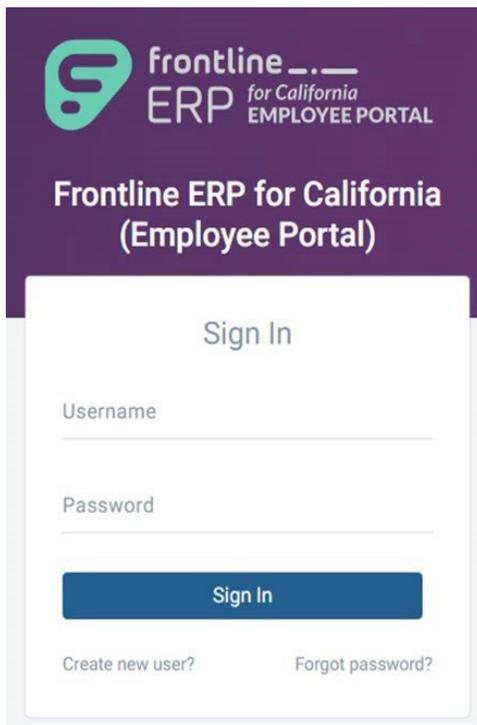
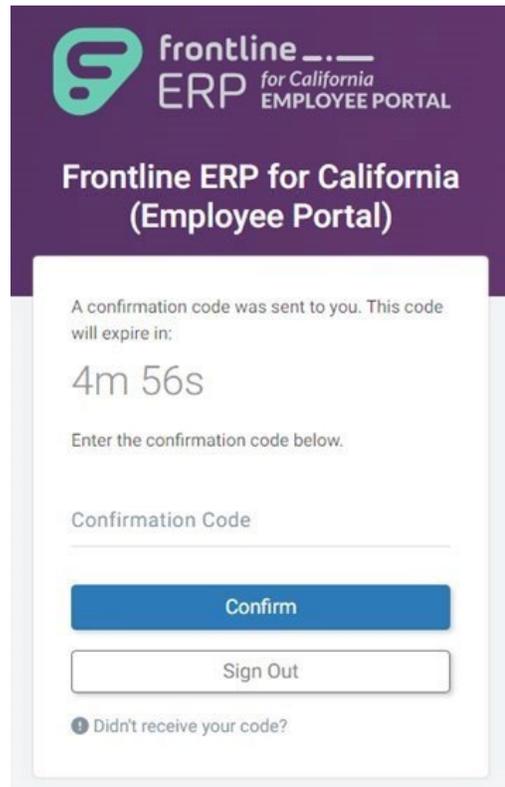
Employee Portal

If the information entered does not match your Employment record within your district, you will receive the following error:



Make the appropriate changes and select 'REGISTER' again. ***If you receive this error again, please contact the Human Resources to determine the discrepancy.***

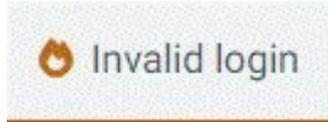
1. After the information you keyed is accepted, check your work email for the confirmation code.
2. Key the code received into the window (***code expires after 5 minutes***).
3. Select CONFIRM



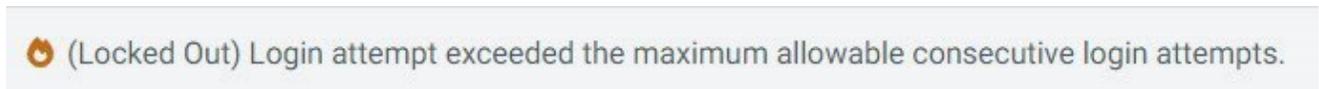
You are now ready to explore the Employee Portal! Enter your work email and newly established password and select SIGN IN.

Employee Portal

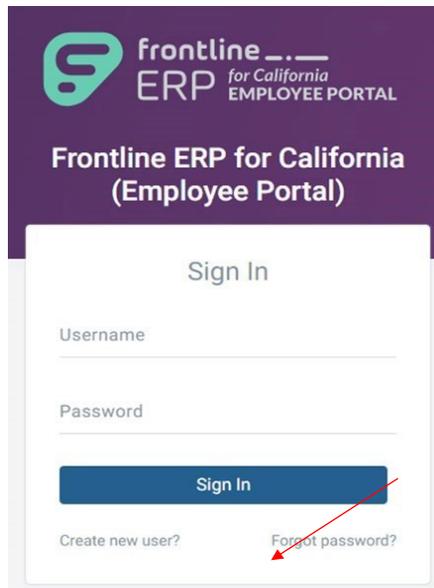
If at any time after you have successfully registered with the Portal and you are trying to login, if you key in the incorrect password, you will receive the following error:



You will have 5 attempts to log in. If you are unsuccessful after the 5th attempt, you will be given the following error:



If your account becomes locked, please wait 5 minutes and the system will reset. **Do not attempt before the 5 minutes is up.** Once the lock is removed, use the Forgot Password feature to reset your password.



Employee Portal

You will be asked to complete the matching employment information again and to create a new password that matches the password criteria, and then select RESET. Please use your legal name as found on your paystub.

frontline ERP for California EMPLOYEE PORTAL

Frontline ERP for California (Employee Portal)

In order to successfully reset password, the information you provide must match the information already on file with your employer.

Email

First Name

Last Name

Date of Birth

Last 4 SSN

Create Password

Confirm Password

Reset

Cancel

frontline ERP for California EMPLOYEE PORTAL

Frontline ERP for California (Employee Portal)

Where would you like us to send your two factor confirmation code?

C*****7@gmail.com (Email)

c*****7@gmail.com (Email)

c*****@mcsos.org (Email)

Send Code

Sign Out

ⓘ Don't recognize your information?

Check your email for the confirmation code and enter it in the Portal.

frontline ERP for California EMPLOYEE PORTAL

Frontline ERP for California (Employee Portal)

A confirmation code was sent to you. This code will expire in:

4m 56s

Enter the confirmation code below.

Confirmation Code

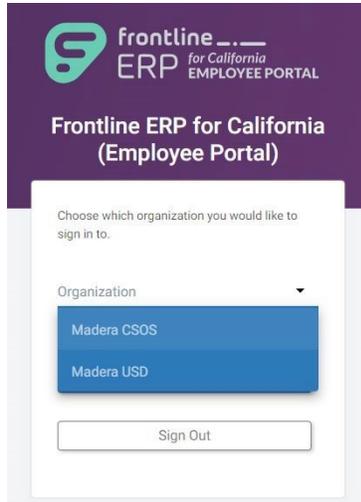
Confirm

Sign Out

ⓘ Didn't receive your code?

Again, you will have 5 minutes to enter the code.

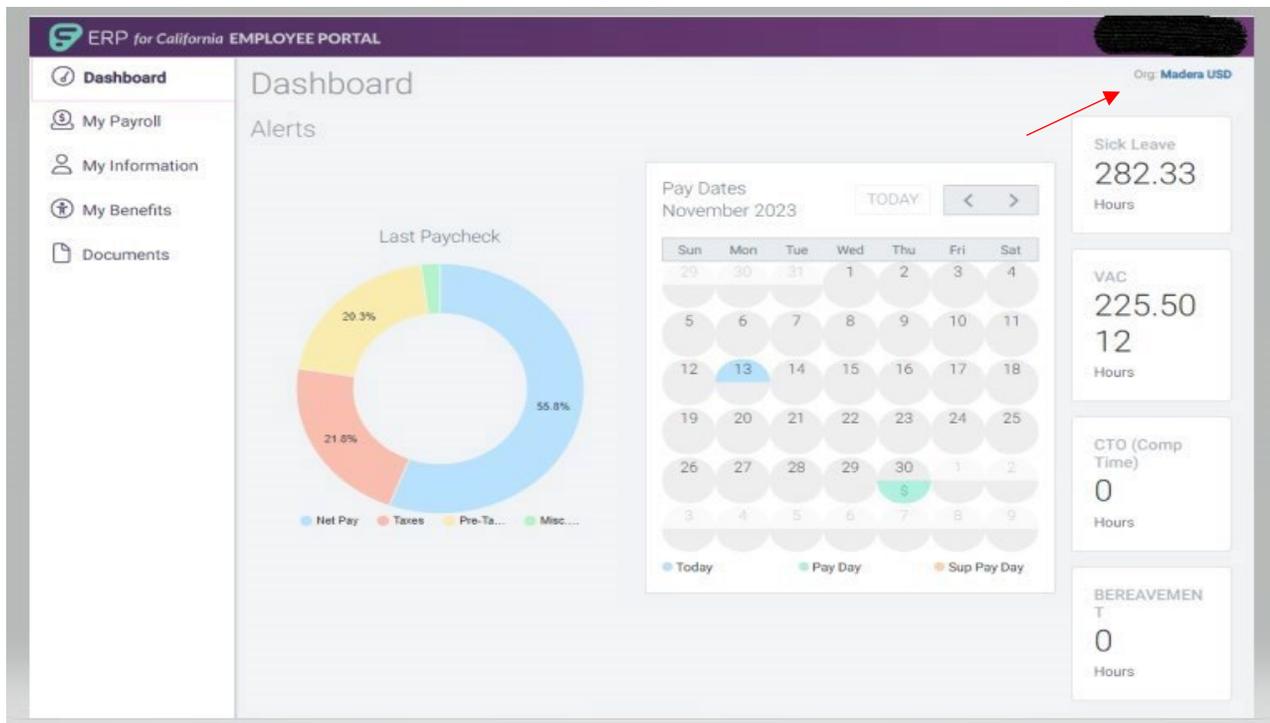
Employee Portal



Once you have successfully logged in to the Portal, you may be asked to choose an Organization if you have worked for more than one organization in Madera County.

Once you are logged in, you will land on the Dashboard where you may see any Alerts that your district sends you, as well as being able to select from the menu options on the left hand side.

If you need to change your password at any time in the future, you would click on the dropdown next to your name on the top right corner and select Settings:



Employee Portal

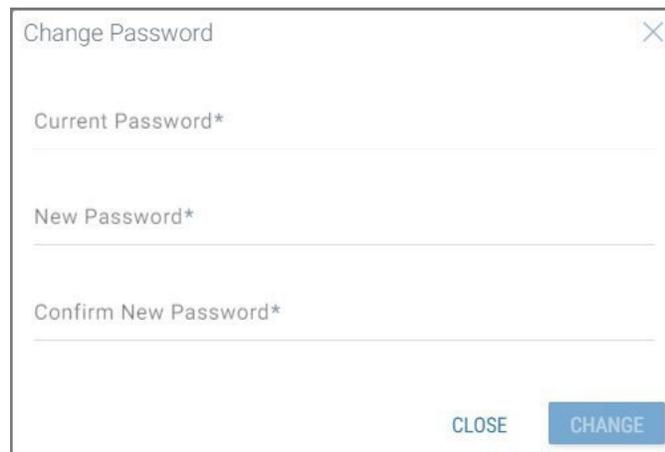


Username
[REDACTED]@madera.usd.org
CHANGE

Password
●●●●●●
CHANGE

From My Settings, you will select CHANGE under the Password section

A dialog box will open where you enter your current password, then enter and confirm a new one, then select CHANGE



Change Password

Current Password*

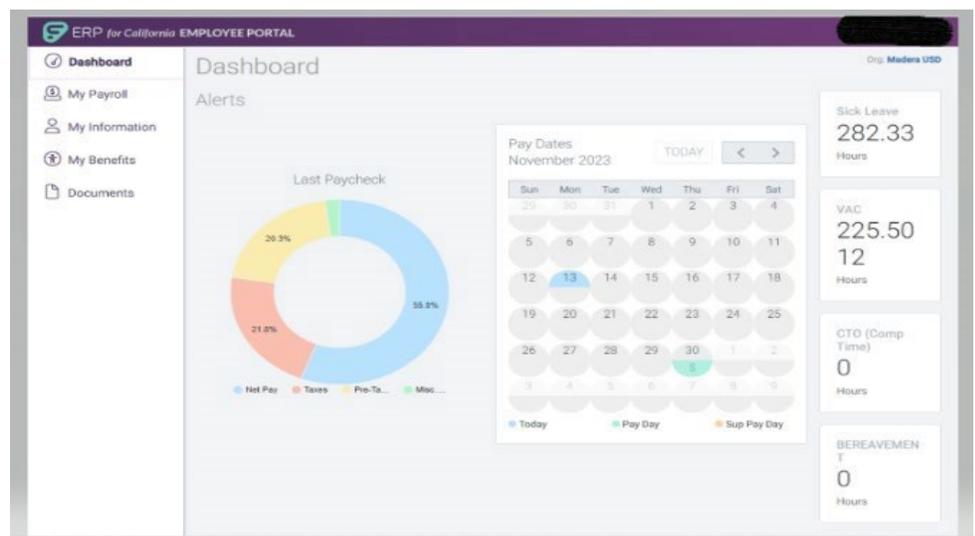
New Password*

Confirm New Password*

CLOSE CHANGE

Dashboard

From the Dashboard, you can explore the various menu options. Please note that popup blockers will block you from seeing attachments from the Portal. You may need to turn off your browser's popup blocker.



ERP (for California) EMPLOYEE PORTAL

Dashboard

Alerts

Last Paycheck

Category	Percentage
Net Pay	55.8%
Taxes	21.8%
Pro-Ta...	20.3%
Misc...	1.2%

Pay Dates November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Sick Leave: 282.33 Hours

VAC: 225.50 Hours

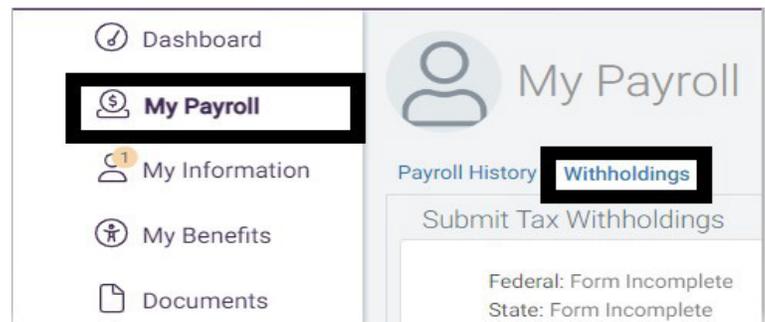
OTO (Comp Time): 0 Hours

BEREAVEMENT: 0 Hours

Employee Portal

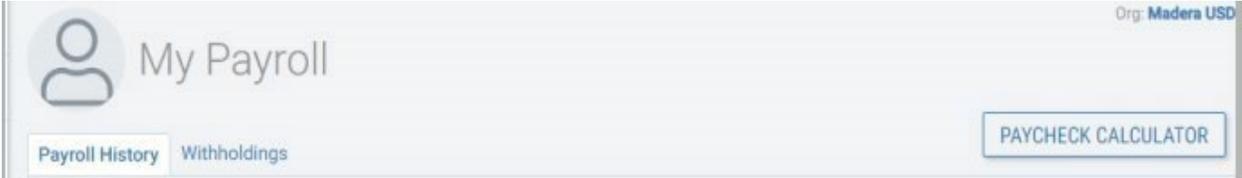
My Payroll

- Last Pay Period – Displays summary information from last pay check, including tax withholding.
- Recent Paychecks– Displays a configurable number of months of the employee’s gross and net pay, with links to paycheck snapshots.
- Reimbursements - Displays a configurable number of months of employee reimbursements, if processed in AP with EmpID.
- W2 Statements – Provides links to W2 snapshots for all years processed in the software.
- 1095 Statements – Provides links to 1095 snapshots for all years processed in the software.
- Paycheck Calculator – Allows employees to change W-4 and DE 4 settings, earnings and deductions to estimate their net pay.
- Withholding Changes – Allows employees to submit a W-4 and DE 4 electronically for HR approval. For tax withholding changes go the left hand menu, click My Payroll, and then the Withholdings tab in the My Payroll screen.



Employee Portal

It is highly recommended that you use the PAYCHECK CALCULATOR to review how any changes you plan to make to your tax withholding will affect your paycheck.



To update your tax form(s), enter the date you want this change to take effect. You will need to complete the e-form for each withholding (Federal/State) you want to make a change to.

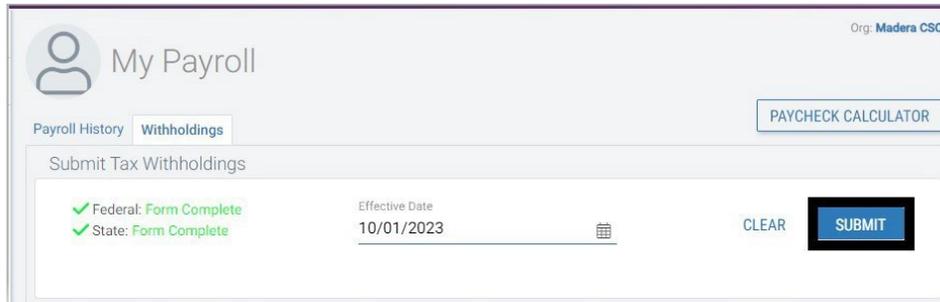
A screenshot of the 'Submit Tax Withholdings' form. At the top, it shows 'Federal: Form Incomplete' and 'State: Form Incomplete'. There is a field for 'Effective Date' with the value '10/01/2023' and a calendar icon. Below this are 'CLEAR' and 'SUBMIT' buttons. A red warning box states: 'Important: Payroll setup changes will go into effect on the next possible payroll unless you change the effective date in the request below to be for a future pay date.' Below the warning is a blue box labeled 'Federal Tax Withholding' with a link to 'View Complete FW Instructions'. The form is at 'Step 1: Enter Personal Information' and asks if the user's name matches their social security card. It includes a 'Filing Status' section with radio buttons for 'Single or Married filing separately', 'Married filing jointly or Qualifying surviving spouse', and 'Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)'.A screenshot of the 'State Tax Withholding' form. It features a blue header 'State Tax Withholding' and a link to 'View Complete STW Instructions'. The main section is titled 'Filing Status Withholding Allowances.*Required' and contains three radio button options: 'Single (or Married with 2 or more incomes)', 'Married (one income)', and 'Head of Household'.

At the end of each form there is a button labeled ELECTRONICALLY SIGN that you will need to click. You will see the status of the form change from Incomplete to Complete once you electronically sign.

A screenshot of the 'Submit Tax Withholdings' form at the final step. It shows 'Federal: Form Incomplete' and 'State: Form Incomplete'. The 'Effective Date' field now contains '10/01/2023'. Below the form, there is a section titled 'Step 5: Sign Here' with the text: 'Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. (This form is not valid unless you sign it.)'. A blue button labeled 'ELECTRONICALLY SIGN' is highlighted with a black box.

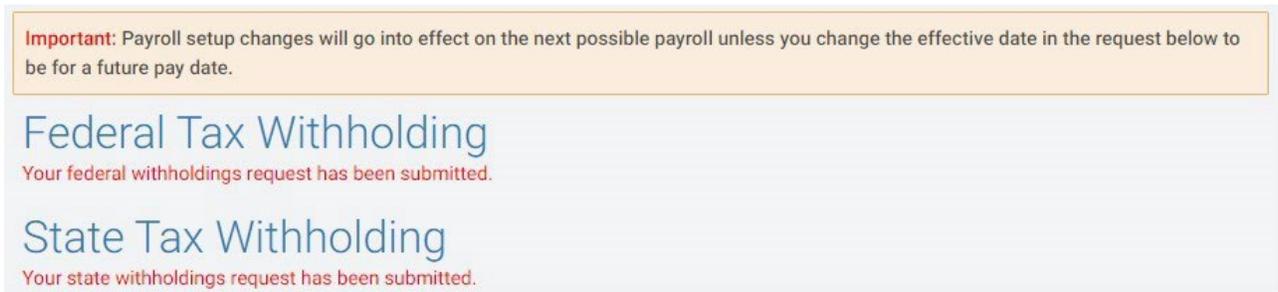
Employee Portal

Once you have completed all of the changes you want to make you will need to click SUBMIT at the top of the screen.



The screenshot shows the 'My Payroll' interface. At the top left is a user icon and the text 'My Payroll'. In the top right corner, it says 'Org: Madera CSOS'. Below the user information are two tabs: 'Payroll History' and 'Withholdings'. To the right of these tabs is a button labeled 'PAYCHECK CALCULATOR'. The main section is titled 'Submit Tax Withholdings'. It contains two green checkmarks: 'Federal: Form Complete' and 'State: Form Complete'. To the right of these is the 'Effective Date' field, which is set to '10/01/2023' and has a calendar icon. At the bottom right of this section are two buttons: 'CLEAR' and 'SUBMIT'.

Once you have submitted you will receive this message. This means that the form(s) has been submitted to your district to review and update. You will also receive an email with the changes you have submitted, and an additional email when your changes have been posted.



Important: Payroll setup changes will go into effect on the next possible payroll unless you change the effective date in the request below to be for a future pay date.

Federal Tax Withholding
Your federal withholdings request has been submitted.

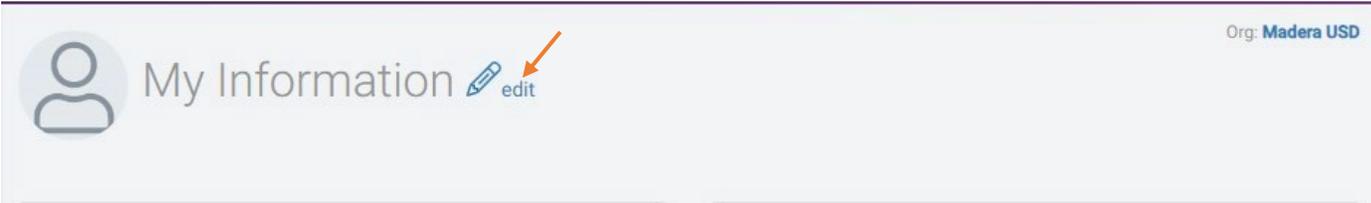
State Tax Withholding
Your state withholdings request has been submitted.

My Information

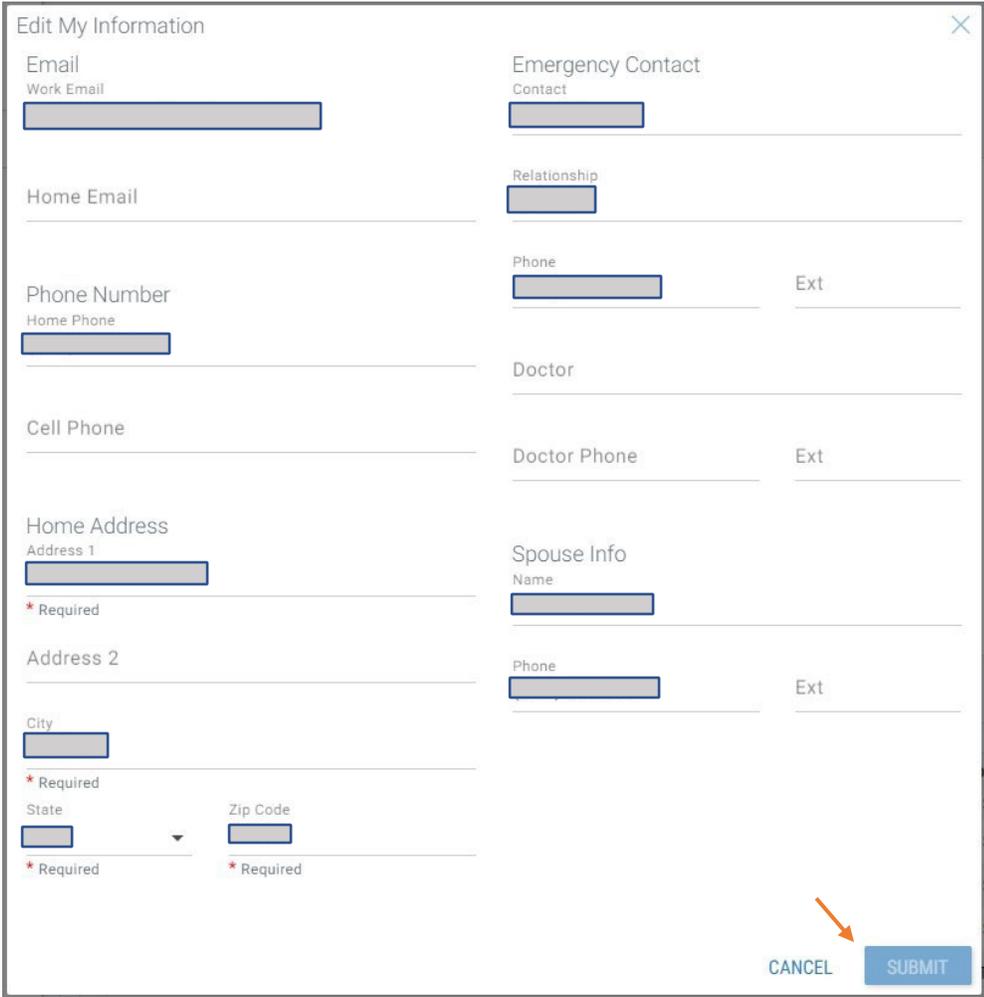
- Demographic information – Displays employee demographic information from the first tab of the Employee record, such as address/phone/emergency.
- Assignments – Lists an employee’s past, current, and future assignments.
- Credentials – Lists an employee’s credentials. Does not include archived records.
- Education – Lists an employee’s education records, including degrees, trainings, licenses, units, EL authorizations and assignment options.
- Requirements – Lists an employee’s requirements, including TB Expiration, Concussion Training, etc.

Employee Portal

To update or make changes to your “My Information” section, you will need to click on “edit” as shown below.



It will then take you to the screen shown below, where you can submit changes to your information.



Employee Portal

My Benefits

Leave Balances and Activity

- Leave balances – Shows the leave balances that a district has chosen to display.
- Leave uses – Shows the leave transactions for the balances shown, including pending transactions.



My Benefits

Org: Madera USD

Leave Balances and Activity
Health and Welfare

Leave Balances Summary

Sick Leave Hours Available: 281.08

PN(Part of SL): 37.25
NT: 16

School Year to Date

Beg Balance: 237.33	Adjust: 0
Accrued: 96	Dock/Paid: 0
Pending: -13.25	End Balance: 281.08
Used: -39	

VAC Hours Available: 225.5012

School Year to Date

Beg Balance: 81.0012	Adjust: 0
Accrued: 160	Dock/Paid: 0
Pending: 0	End Balance: 225.5012
Used: -15.5	

CTO (Comp Time) Hours Available: 0

School Year to Date

Beg Balance: 0	Adjust: 0
Accrued: 0	Dock/Paid: 0
Pending: 0	End Balance: 0
Used: 0	

BEREAVEMENT Hours Available: 0

School Year to Date

Beg Balance: 0	Adjust: 0
Accrued: 0	Dock/Paid: 0
Pending: 0	End Balance: 0
Used: 0	

Leave Summary Activity

Leave Type Filter
Unfiltered

School Year Filter
2023/2024

Leave	From	Day	Through	Day	Amount	Unit	Type	Dock/Paid
PN(Part of SL)	11/08/2023	Wednesday	11/08/2023	Wednesday	-1.2500	Hours	Usage	No
Sick Leave	11/08/2023	Wednesday	11/08/2023	Wednesday	-1.2500	Hours	Usage	No

Employee Portal

Health and Welfare

- Health and Welfare benefits – Shows the current and past health and welfare benefits from the Employee record.
- Dependents – Shows minimal information from the active dependent records for the employee, including medical flag for ACA purposes.

The screenshot displays the 'My Benefits' section of an employee portal. At the top right, it indicates the organization is 'Madera USD'. Below the header, there are two tabs: 'Leave Balances and Activity' and 'Health and Welfare', with the latter being selected. The main content area is titled 'Last Processed Payroll Health and Welfare Benefits' and contains three benefit cards:

Benefit Name	From	Through	Level	My Share	District Share
Kaiser	07/01/2019	Current	KN 6 Active	\$0.00	\$1,488.00
Delta Dental	07/01/2019	Current	Dental	\$0.00	\$106.96
VSP	07/01/2019	Current	Vision	\$0.00	\$18.07

My Team – only shown if an individual holds a position defined as a Supervisor in the Financial System.

- Direct Reports – Displays employees with addons or positions that are related to the supervisor, as defined by the Supervisor Position in the Position Detail or Addon setup. Ability to drill down to a configurable level in the organization.
- Employees – Drills down to employee demographics, assignments, education, requirements and leaves.
- Current Vacancies – List of current vacancies.
- Upcoming Evaluations – Displays scheduled evaluations, including scheduled date, type and evaluator.
- Upcoming Leaves – List of upcoming and recent leaves.

Employee Portal

Documents

- New Documents – Displays documents for employee review. Includes response lookups, as appropriate.
- Document Repository – Displays a history of documents to which the employee has responded.



Tips:

- *If you are idle in the portal for over 10 minutes, you will be prompted to sign in again.*
- *Queue Time out is 15 minutes, at that point you will need to reselect the activity.*