With the implementation of Escape we have a new on-line employee portal for your pay information. **It is recommend by Escape that you use Chrome as your browser**. Below are the instructions to access this new portal. If you are sure you have followed the set-up instructions and have been unable to access the portal, please contact HR. NOTE: Employee Online (our old system) is still accessible for historical information.

1. Using your browser search bar type: escapeweb.bcoe.org
   a. The screen you will see is:
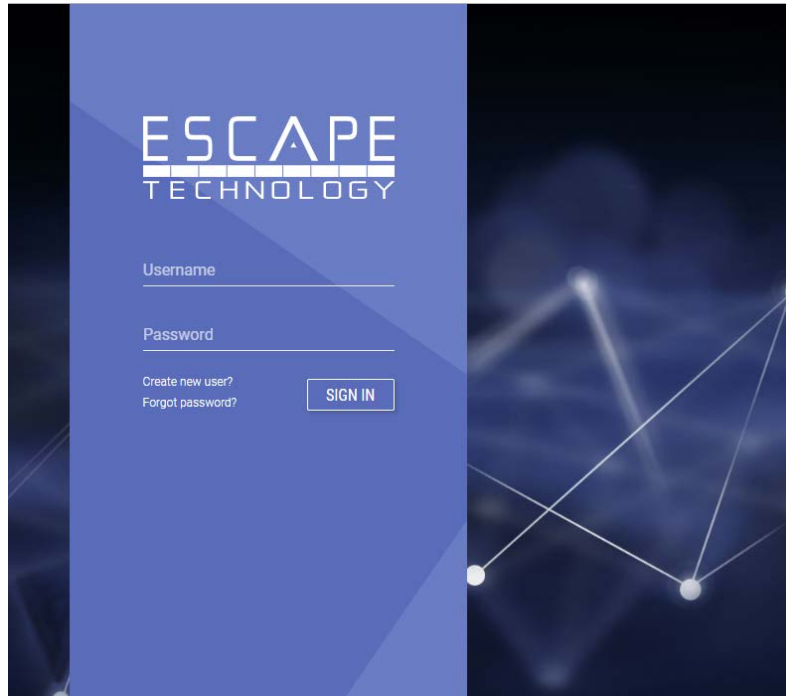
2. As a first-time user, you will click on the lower left-hand corner: Create new user
3. Follow the instructions to set up your new account. That information will include your email address, name, birthdate, last four digits of your social security number. You will also be asked to set up a password.
4. At the end of that set up, you will see the following screen:
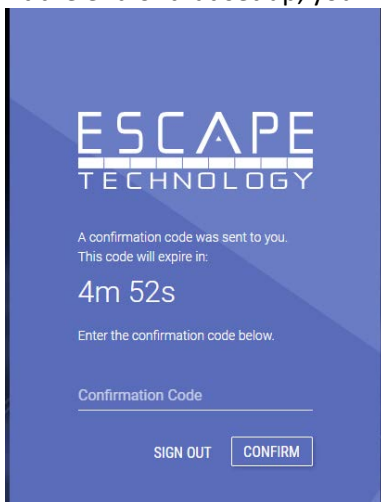
5. Go to your email and within a few minutes you will have an email from EscapeServer@bcoe.org. This email will contain the confirmation code which you will either cut and paste into the screen above, or type. You only have 5 minutes to do this.
6. At the conclusion, you will be asked to log into the portal with your email and password that you set up.
7. YOU'RE IN!
8. Take a few minutes to browse through the different tabs.

9.

   a. My Information – This will be your personal information. Look it over to see if the information is correct. You can update your personal email, mailing and home addresses, emergency contact, and spouse info and submit. The updates you make go to HR for approval. You will receive a confirmation email once the changes are approved. At the very bottom of My Information screen there will be information about your job assignments since Escape implementation. The past

<u>information</u> from 2016-17 was used for set-up purposes only, so may not be completely accurate. The current information should reflect your current assignment.

   b. My Benefits – There are two tabs here.
      i. Leave Balances and Activity. The leave balances posted on the portal will reflect available leave through the end of the prior month. If you feel there is a discrepancy, please contact Payroll.
      ii. Health and Welfare. This tab shows your current medical, dental, vision and life (if any) benefits.   These are ONLY those benefits that have a County contribution. Your voluntary elections such as supplemental life insurance, supplementary disability insurance (American Fidelity), etc. are not reflected, but would be shown on your check stub.

   c. My Payroll – there are 3 tabs here.
      i. Payroll History
         1. Last pay history – detailed snapshot of your last pay period.
         2. Recent Paychecks - Links to view paycheck stubs for the last 18 months.
         3. W-2 Statements – W-2 and 1095s for 2018. Your 2017 and past W-2s are still available by logging on to the old employee portal.
      ii. Payroll Calculator
         1. This is set up so you can see the effects to your net pay if you were to change your withholdings, or add tax exempt deductions. None of the changes are binding---they just let you approximate what your pay would look like.
      iii. Withholdings
         1. Tax/Deduction Setup Change Requests – If you need to change your withholdings, the W-4 and DE-4 can be changed through the portal. The information is routed to payroll, and once it is accepted by payroll, the change will be implemented and you will receive an email confirmation.

   d. Documents – Not being used at this time
   e. Settings – you can access settings by clicking the drop down under your name in the top left hand corner of the portal
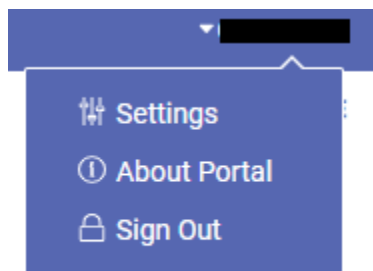
Allows you to change your email and/or password to this site.

It is important that you review your personal information and check for accuracy. If you find you have information that is not accurate (wrong emergency contact, wrong address, etc.), please update. If the incorrect information is not editable, please notify HR.