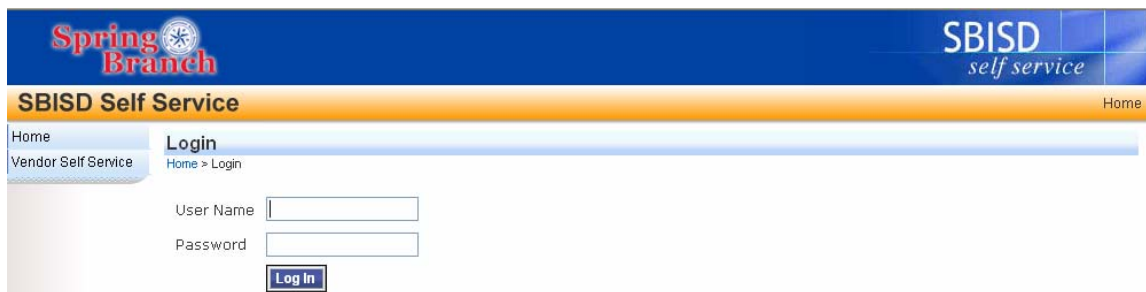


Employee Self Service

1. **Open a browser. To login the first time type in the following URL: <https://spartan.springbranchisd.com/MSS/>
Add this to your favorites.**
2. **You will see the screen below.**



3. **Click on Log In**
4. **You will then see the log-in screen below**



5. **Your User Name will be**

Your last name followed by your first initial followed by the last 4 digits of your social security number.

For example: smithj9999

Your Password is the last 4 digits of your social security number

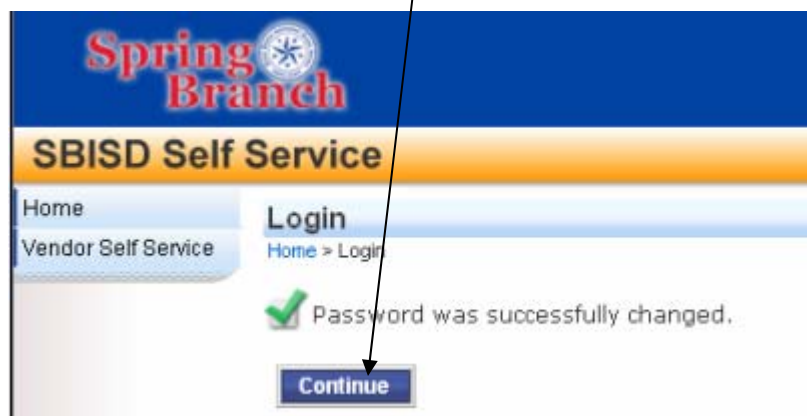
For example: 9999

6. You will be prompted to change your password for future logins. The minimum password length is four alpha or numeric characters.



The screenshot shows the 'Spring Branch SBISD Self Service' interface. The header includes the Spring Branch logo and the text 'SBISD Self Service'. Below the header, there are navigation links for 'Home' and 'Vendor Self Service'. The main content area is titled 'Login' and includes a breadcrumb trail 'Home > Login'. A message reads: 'Before proceeding, please change your password.' Below this message are five input fields: 'User ID', 'Current Password', 'New Password', 'Confirm New Password', and 'New Password Hint'. An 'Update' button is located at the bottom right of the form. An arrow points from the 'Update' button to the next screenshot.

7. Once you have filled out the above screen, click on Update. You will see the following screen confirming you have changed your password. Click on Continue.



The screenshot shows the 'Spring Branch SBISD Self Service' interface. The header includes the Spring Branch logo and the text 'SBISD Self Service'. Below the header, there are navigation links for 'Home' and 'Vendor Self Service'. The main content area is titled 'Login' and includes a breadcrumb trail 'Home > Login'. A green checkmark icon is followed by the text: 'Password was successfully changed.' Below this message is a 'Continue' button. An arrow points from the 'Continue' button to the next screenshot.

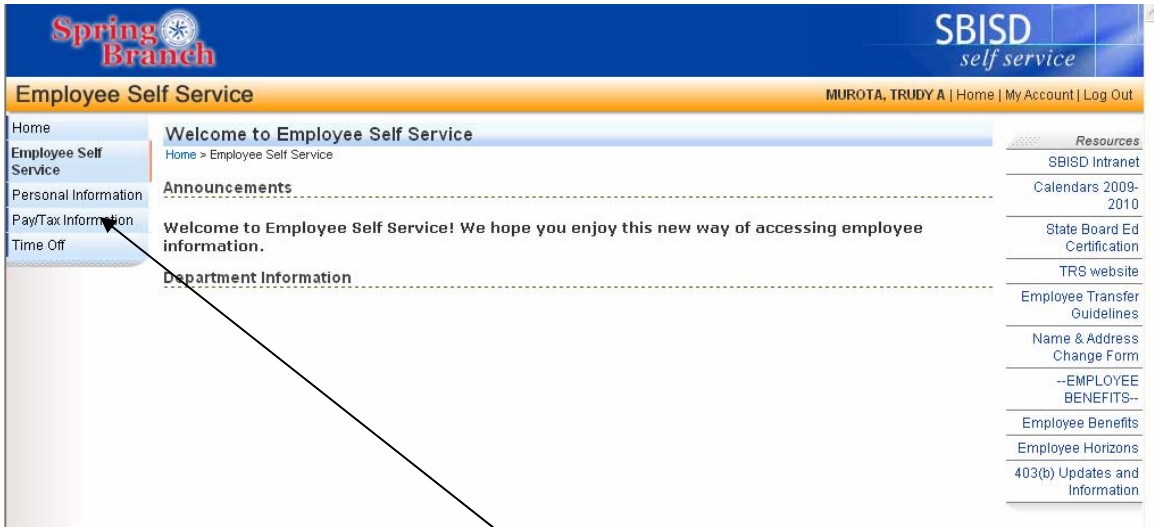
If you misplace/forget your password, contact Human Resources for a reset.

8. You will then see the screen below:

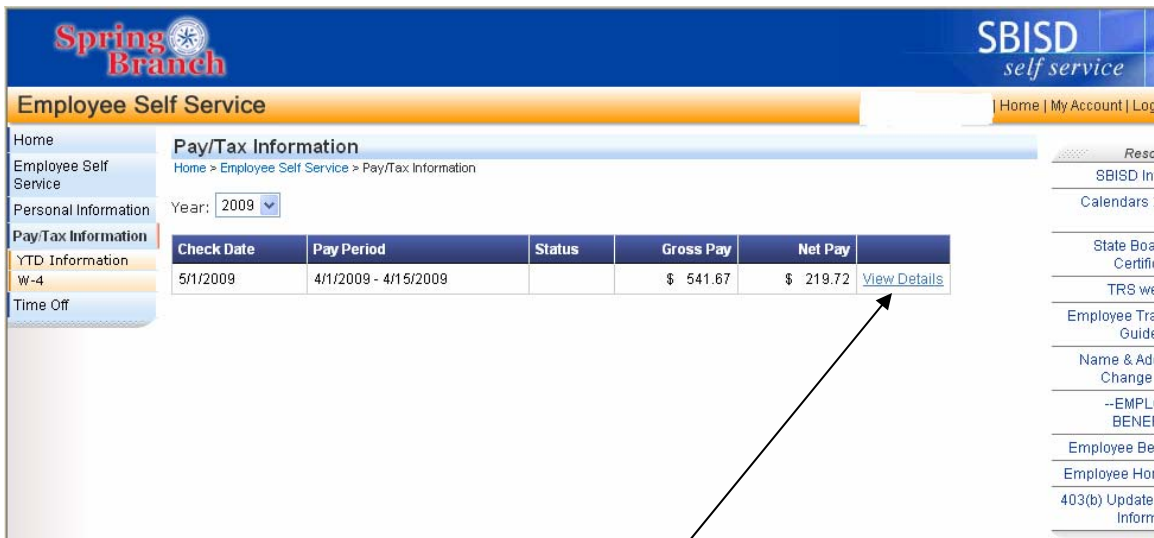


9. Click on Employee Self Serve.

10. You will see the screen below:



11. To view your check, click on Pay/Tax Information. You will see the screen below:



12. To view the check details, click View Details.

13. You will see the screen below:

Check Detail
[Home](#) > [Employee Self Service](#) > [Pay/Tax Information](#)

Overview [Return to Pay/Tax Information](#)

Check Date 5/1/2009

Pay Period 4/1/2009 - 4/15/2009

Check Number 101

Check Status

Gross Pay \$ 541.67

Net Pay \$ 219.72

Pay Breakdown

Pay Type	Hours	Rate	Amount
SALARY	0.00	\$ 9.57	\$ 541.67
Total			\$ 541.67

Deductions

Pay Type	Amount
MEDICARE	\$ 7.78
403B	\$300.00
HEALTH	\$ 43.64
SUPLIFE	\$8.92
FEDERAL	\$ 16.84
TRS	\$ 26.67
TRS INS	\$ 3.02
SUPLIFE	\$4.46
HCFLEX	\$ 3.75
DISPLA90	\$ 6.87
DIRECT DEP	\$ 219.72
Total	\$ 321.95

14. If you want to see your Year-To-Date information, click on YTD Information and you'll see the screen on the next page

Home
Employee Self Service
Personal Information
Pay/Tax Information
YTD Information
W-4
Time Off

Year-to-Date Information
Home > Employee Self Service > Pay/Tax Information > YTD Information
Year: 2009

Overview
Gross YTD Earnings \$ 1,938.24

Earnings
SALARY \$ 1,874.99
HOURLY \$ 1.25

Deductions
MEDICARE \$ 30.91
403B \$ 100.00
HEALTH \$ 292.76
SUPLIFE \$80.12
FEDERAL \$. 86.85
TRS \$ 43.95
TRS INS \$ 7.58
SUPLIFE \$40.06
HCFLEX \$ 43.75
DISPLA90 \$ 11.83
DIRECT DEPOS \$,219.72

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State Board Ed Certification
TRS website
Employee Transfer Guidelines
Name & Address Change Form
--EMPLOYEE BENEFITS--
Employee Benefits
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403(b) Updates and Information

15.If you want to see time off or balances, click on Time off. The following screen will be shown.

Home
Employee Self Service
Personal Information
Pay/Tax Information
Time Off

Time Off
Home > Employee Self Service > Time Off

	Maximum Allowed	Earned	Projected Earned*	Taken	To Be Taken	Currently Available	Projected Available*	
JURY DUTY (D)	0.00	0.50	0.50	0.50	0	0.00	0.00	Summary
LOCAL SICK (D)	0.00	8.25	8.25	0.00	0	8.25	8.25	Summary
NONDUTY (D)	0.00	2.00	2.00	2.00	0	0.00	0.00	Summary
PERSONAL (D)	0.00	42.50	42.50	6.00	0	36.50	36.50	Summary
STATE SICK (D)	0.00	0.00	0.00	0.00	0	0.00	0.00	Summary

H=Hours; D=Days
* Projected Earnings through 5/8/2009 This is an estimate, please note that your actual earnings may differ.

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16.To log off, click on Log Off in the upper right corner.

Employee Self Service | Home | My Account | **Log Out**

Home
Employee Self Service
Personal Information
Pay/Tax Information
Time Off

Time Off
Home > Employee Self Service > Time Off

	Maximum Allowed	Earned	Projected Earned*	Taken	To Be Taken	Currently Available	Projected Available*	
JURY DUTY (D)	0.00	0.50	0.50	0.50	0	0.00	0.00	Summary
LOCAL SICK (D)	0.00	8.25	8.25	0.00	0	8.25	8.25	Summary
NONDUTY (D)	0.00	2.00	2.00	2.00	0	0.00	0.00	Summary
PERSONAL (D)	0.00	42.50	42.50	6.00	0	36.50	36.50	Summary
STATE SICK (D)	0.00	0.00	0.00	0.00	0	0.00	0.00	Summary

H=Hours; D=Days
* Projected Earnings through 5/8/2009 This is an estimate, please note that your actual earnings may differ.

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