

Welcome to the Escape on-line Employee Portal

With the implementation of the Escape software, we have a new on-line employee portal for your payroll information.

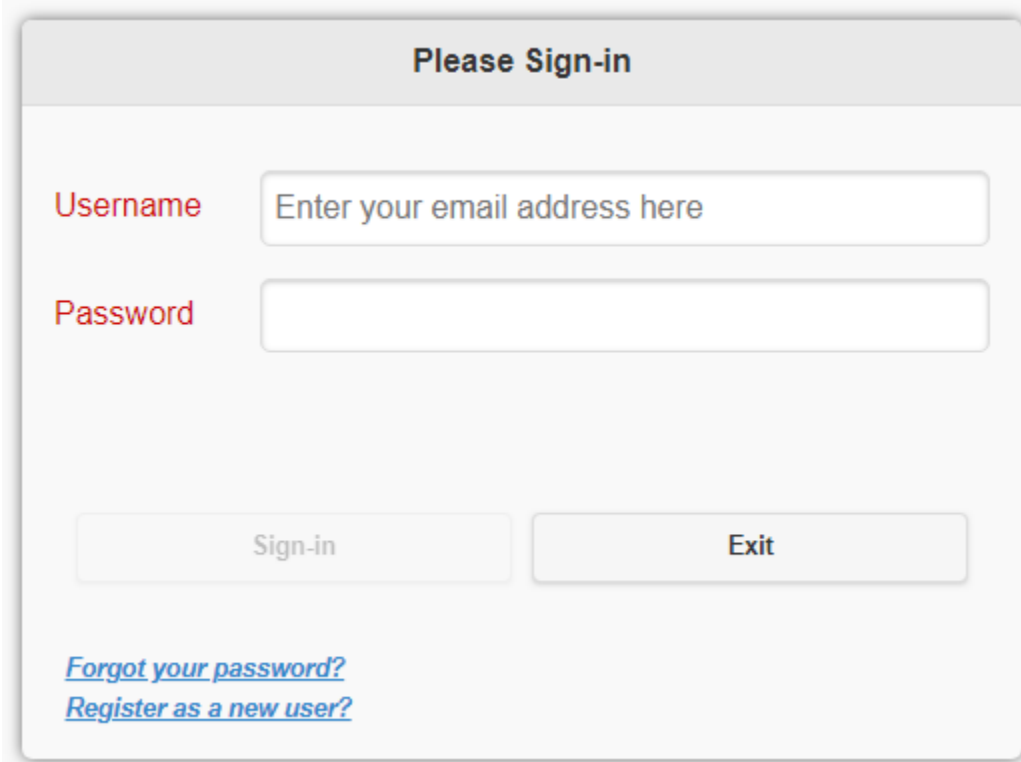
This portal is not FULLY functional yet, but will provide some basic information to you. **It is recommend by Escape that you use Chrome as your Internet browser.**

Below are the instructions to access the new Escape portal.

Note: If you have followed the set-up instructions below, and are unable to access the portal, please contact the District Office.

The old BCOE Employee Online (our IFAS system) is still accessible for historical information.

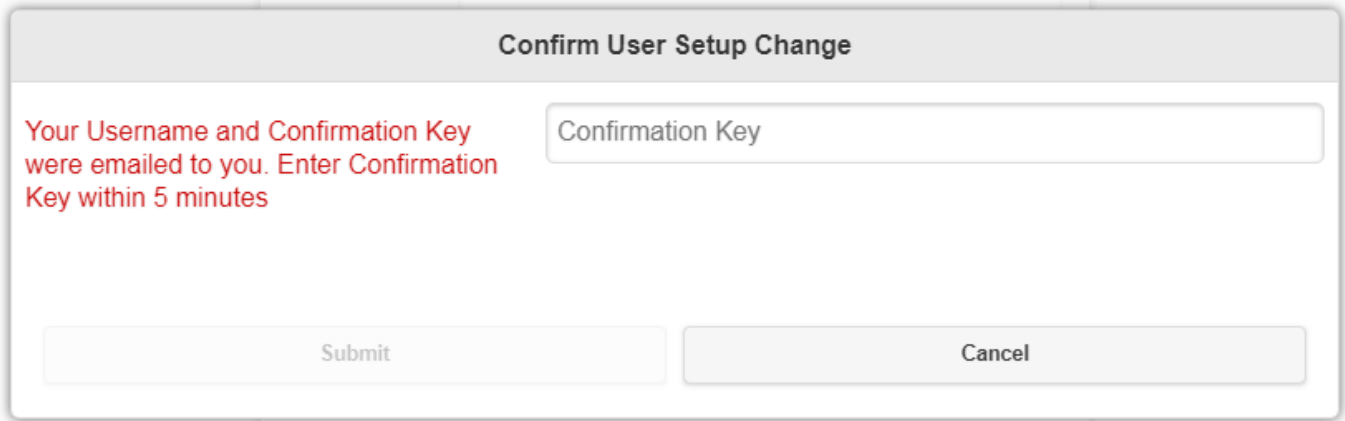
1. Using your Internet browser search bar type: ***escapeweb.bcoe.org***
 - a. You will see the following screen:



The screenshot shows a sign-in form titled "Please Sign-in". It features two input fields: "Username" with the placeholder text "Enter your email address here" and "Password". Below the fields are two buttons: "Sign-in" and "Exit". At the bottom left, there are two blue links: "Forgot your password?" and "Register as a new user?".

2. If you are a first-time user, you will click on **Register as a new user** in the lower left-hand corner.

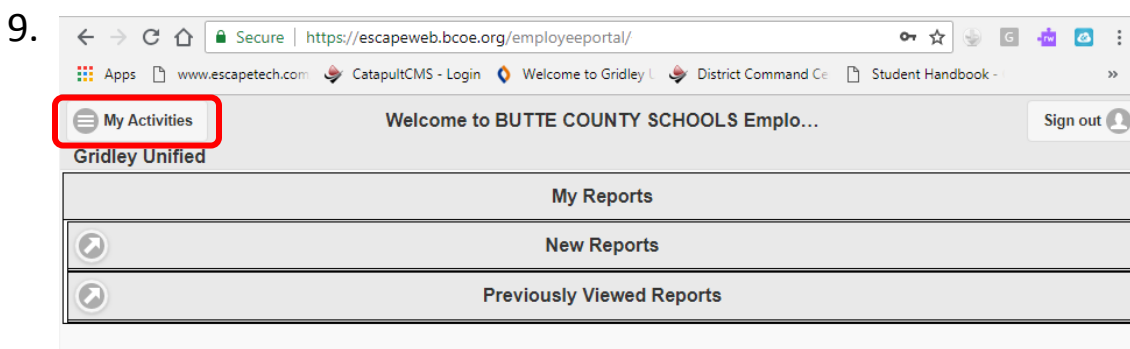
3. Follow the instructions to create your new Escape account.
This information will include your email address, first and last name, birth date, and last four digits of your social security number. You will also be asked to create a password.
4. When you complete the setup, you will see the following screen:

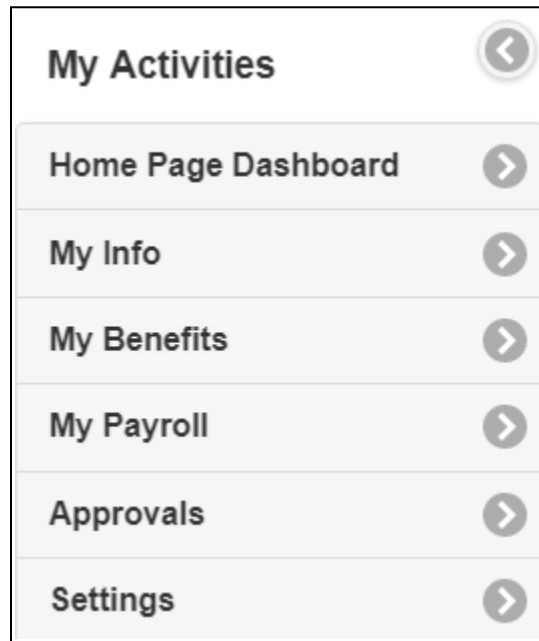


5. Check your email within a few minutes, you should have an email from EscapeServer@bcoe.org. This email will contain the confirmation key that you will enter into the screen above. You can copy and paste the into, or type it in.
6. Once you have entered the confirmation key, you will be returned to the first screen, to sign into your portal account, using your email address and the password that you created in the set-up process.

Note: If you have followed the set-up instructions above, and are unable to access the portal, please contact the District Office.

7. Now that "YOU'RE IN!"
8. Take a few minutes to browse through the different tabs. You may wish to start with My Activities.





- a. **My Info** – This will be personal information imported from your old system. Look it over to make sure the information is correct. At the very bottom there will be information about your job assignment. The past information was used for set-up purposes only, so may not be completely accurate. The current information should reflect your current assignment. Credentials and Education tabs are not yet populated.

- b. **My Benefits** – There are two tabs here.
 - i. **Leave Balances and Activity.** THIS INFORMATION CANNOT YET BE RELIED ON. It may be accurate, but we are still in the process of validating the information and balances that were imported.
 - 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 three tabs here.
 - i. **Payroll History** (has 4 tabs):
 1. **Last Pay Stub** - Provides summary information of your last (most current) pay stub.

2. **Recent Paychecks** - Will build out with historical information as additional paychecks are issued through this system. This tab has a link to view the paycheck stub.
 3. **W-2 Statements** – We are looking at importing historical W-2 information, but currently it will be blank. Your 2017 and past W-2s are still available by logging on to the old employee portal.
 4. **1095 Statements** - Will build out if/when you have a 1095 issued. Your 2017 or other historical 1095s (if any) are available by logging on to the old employee portal.
- ii. **Payroll Calculator** – 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. **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. **Approvals** – Not functional at this time
 - e. **Settings** – Allows you to change your email and/or password.

It is very important that you review your personal information and check it for accuracy. If you find you have information that is not accurate (wrong emergency contact, wrong address, etc.), please notify the District Office.

We are in the process of reviewing and making leave balance corrections, so if your leave balances are not correct, please DO NOT contact us at this time. We will notify you know, once we have completed the corrections. Then if you still have a question, we will be able to review the source documents.