


1. To access your information, log on to www.tccsa.net or you may also access by clicking the TCCSA link provided on the Tri-County website @ <http://www.youresc.k12.oh.us/>.
2. Click on the **eFinance EAC tab** on the right side of page

VIDEOCONFERENCE
HOLD YOUR NEXT VIRTUAL MEETING AT TCCSA



TCCSA

- Home
- Cherwell Support
- DASL Support
- Professional Development
- EMIS Support
- Forms & Links
- Fiscal Support
- News Feeds
- Library Services
- Student Resources
- Outlook Support
- Schools We Serve
- Directions to TCCSA
- Progress Book Support
- Staff Directory
- About Us


FEEDBACK

Fab Feedback for Students

Learn several 21st century techniques to provide feedback to student work
November 13th 4:00-6:00 read more...

Professional Development Info

Tweets by @tccsapd

 **Rebecca @tccsapd**
The TCCSA lineup offers Slides, Feedback & Comics... event.tccsa.net & don't forget online courses as well moodle.tccsa.net/tccsa
Oct 26, 2017

[Embed](#) [View on Twitter](#)

Systems Maintenance Notice

Please note* - Systems Maintenance Window
Applications affected by this maintenance – eFinancePlus, INFOhio, Employee Kiosk, ProgressBook, HelpDesk
Management Council (MC) – Planned Maintenance Notice
Impact Level 3 – Between 1-6 hours of potential downtime.
Date: Tuesday, November 21, 2017

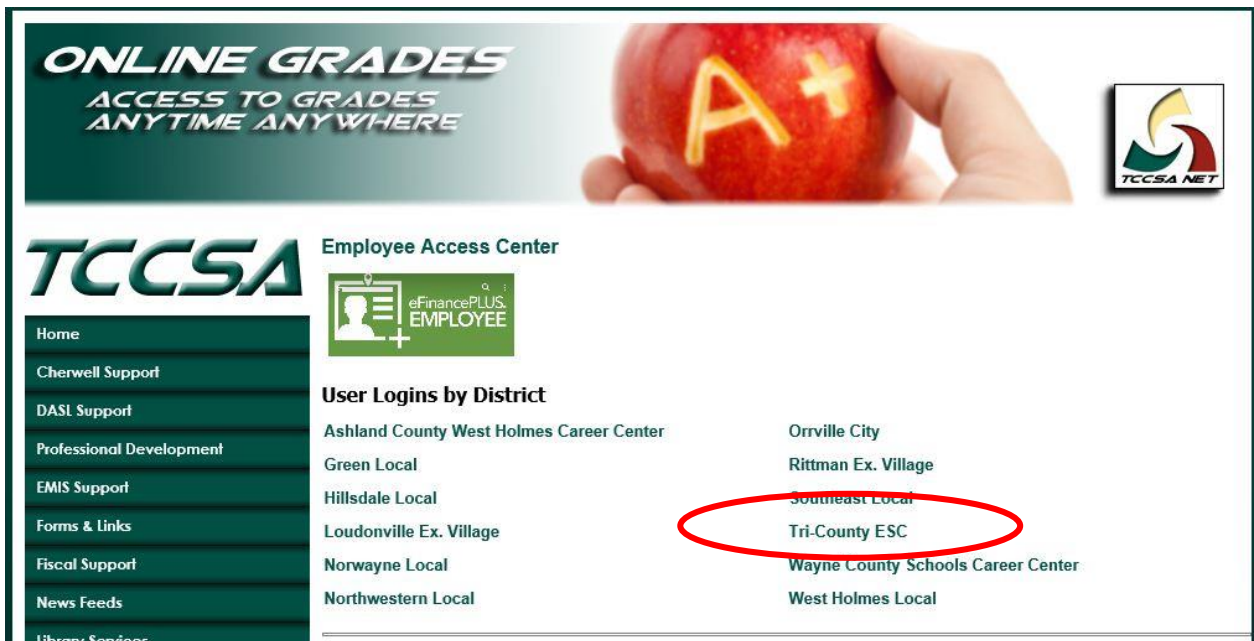
Upcoming Events

- [Fab Feedback for Students](#)
2017/11/13
Professional Development
- [ODE- ITC EMIS Training](#)
2017/11/15
EMIS Services
- [Comics in the Classroom](#)

Application Logins

- Staff Email Login
- ProgressBook Suite
- EMIS R
- Help Desk
- Remote Assistance
- Reset Password
- D3A2
- eFinance PLUS
- eFinance EAC**
- EMISFFE
- Employee Kiosk
- Event Scheduler
- INFOhio
- Library Catalogs
- ListServ
- Mail Marshall
- Moodle
- OnBase

3. Click on Tri-County ESC



4. This window will open

- Your user ID is your **COMPLETE** email address (ex: tesc_jdoe@tccsa.net)

NOTE: This is the email address where you receive your pay stub

- Your password is the last 4 digits of your social security number (**NOT** your email password)

Welcome to
eFinancePlus

District
Tri-County ESC

Profile
Tri-County ESC - Live

User ID
Your email address

Password
Last 4 digits of your SS#

Sign In

Login Page Instructions

- Please use your id and password
- Or, use e-mail and password

If you cannot remember your password,
EMAIL tesc_payroll@tccsa.net to get your password reset or for additional help.

6. You can review your tax information and access new forms here when to make a change to your tax deductions.

eFinancePLUS Employee Access Center

Employee Tasks:

- Demographic Information
- Additional Information
- Payroll Checks
- Salary and Benefits
- Leave Information
- Continuing Education
- My W-2's
- Tax Information**
- Deductions and Benefits
- "What If" Paycheck Calculator
- Professional Development
- Recruitment
- Contracts
- Impersonate User

Please fill out corresponding forms with your change.

Tax Information

Federal	
Exempt:	N - Not Exempt
Filing Status:	S
No. of Exemptions:	0
Additional Withholding:	0.00
Instructions:	Please fill out the Federal W-4 tax form and return to the Treasurer's Office. A blank W-4 form is available by clicking on the FEDERAL W-4 FORM link below.
Federal W-4 Form	

State	
Exempt:	N - Not Exempt
Filing Status:	S
State:	OH
No. of Exemptions:	0
Additional Withholding:	0.00
Instructions:	Please fill out the State IT-4 Tax Form and return to the Treasurer's Office. A blank IT-4 form is available by clicking on the OHIO IT-4 FORM link below.
Ohio IT-4 Form	

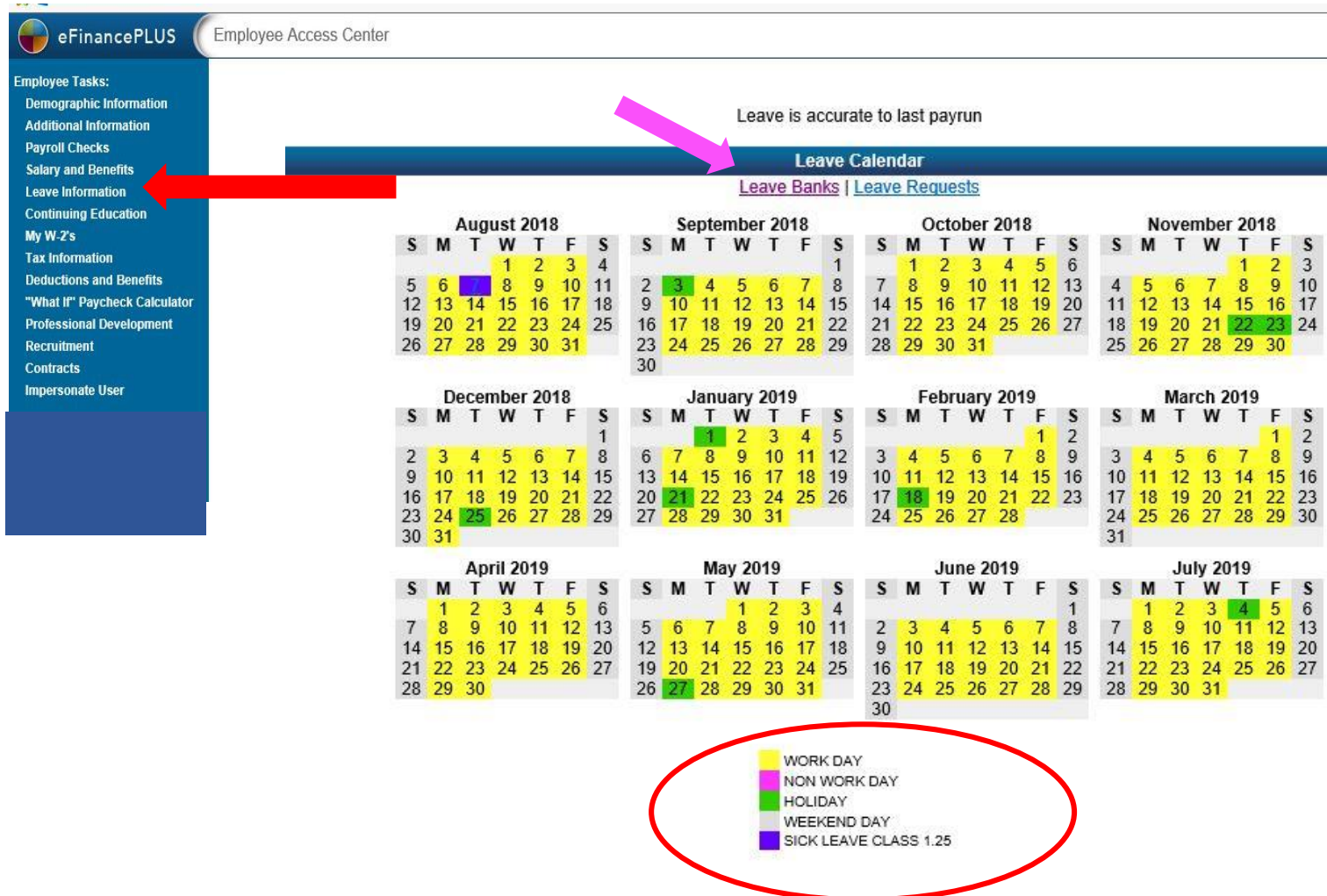
Local	
Exempt:	N - Not Exempt
Filing Status:	S
Locality:	
No. of Exemptions:	0
Additional Withholding:	0.00
Instructions:	Please fill out the Local tax form and return to Human Resources office.

- **Once you click on the links to obtain new form(s), simply fill them out and return them to the treasurer's office.**
- **You may email the form(s) to tesc_payroll@tccsa or drop them off here at the office.**

7. View your actual work calendar. You may see sick leave days, personal leave days or other leave that has been charged to your leave bank.

- If you are a timesheet employee, you can also see what days have been credited as attendance and paid to you.

- Click on the LEAVE INFORMATION on the left side of the screen to display your work calendar



This information is specific to your work days, non-work days, holidays, sick leave, personal leave, jury duty, other leaves and attendance dates.

- By clicking on the LEAVE BANKS area at the top, you can see your current leave bank balances.

PLEASE NOTE: All balances are accurate through the last pay run and the ending date of that specific pay period.

8. All changes to **demographic** information such as: Address, phone numbers, emergency contact information & physician information should be made here.

- Click on the DEMOGRAPHIC INFORMATION on the left side and then on the UPDATE button

eFinancePLUS Employee Access Center

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- Recruitment
- Contracts
- Impersonate User

Please contact the Human Resources Department to report inaccuracies.

Information

Update

Employee ID: [text]
First Name: [text]
Middle Name: [text]
Last Name: [text]
Suffix: [text]
Address 1: [text]
Address 2: [text]
City: [text]
State: [text]
Zip: [text]
Personal Email: [text]
Other Phone: [text]
Emergency Contact: [text]
Physician: [text]
Spouse: [text]
Staff State ID: [text]

Previous Name: [text]
Release Information: [text]
Phone Number: [text]
Work Phone: [text]
Work Email: [text]
Birth Date: [text]
Hire Date: [text]
Department: [text]
Check Location: [text]
Personal Cell Phone: [text]
Emergency Cell Phone: [text]
Emergency Phone: [text]
Physician Phone: [text]
Spouse Phone: [text]

eFinancePLUS Employee Access Center

Employee Tasks:

- Demographic Information
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- Professional Development
- Recruitment
- Contracts
- Impersonate User

Administration:

- Profile

Please contact the Human Resources Department to report inaccuracies.

Information

Employee ID: 100003760
First Name: [text]
Middle Name: [text]
Last Name: [text]
Suffix: [text]
Address 1: [text]
Address 2: [text]
City: [text]
State: OH
Zip: [text]
Personal Email: [text]
Other Phone: [text]
Emergency Contact: [text]
Physician: [text]
Spouse: [text]
Staff State ID: ZO3701358
Effective Date: 4/25/2018

Previous Name: [text]
Release Information: [text]
Phone Number: [text]
Work Phone: [text]
Work Email: tesc_trace@tccsa.net
Birth Date: [text]
Hire Date: [text]
Department: [text]
Check Location: 000 - TRI COUNTY ESC
Personal Cell Phone: [text]
Emergency Cell Phone: [text]
Emergency Phone: [text]
Physician Phone: [text]
Spouse Phone: [text]

Save Cancel


- You may change the following:

- Address
- **ALL** Phone numbers
- Emergency Contact
- Physician
- Spouse

- Once you have completed the changes that you would like to make, be sure to click on the **SAVE** tab at the **BOTTOM**.

9. All Changes to your **DIRECT DEPOSIT INFORMATION** should be initiated here.

- Click on the DEDUCTIONS AND BENEFITS on the left side. This will bring up ALL of your deduction information, including your direct deposit/banking information.

 eFinancePLUS

Employee Access Center

Employee Tasks:

Demographic Information

Additional Information

Payroll Checks

Salary and Benefits

Leave Information

Continuing Education

My W-2's

Tax Information

Deductions and Benefits

"What If" Paycheck Calculator

Professional Development

Recruitment

Contracts

Impersonate User

Deductions and Benefits Information


You can make changes only to certain deductions or benefits throughout the year. The rest, you can re

Deduction Title	Status	Employee Paid	Employee YTD
SERS	Active	10.00%	
SERS BOE	Active	\$0.00	
CLAS MEDICAL FT FAMILY	Active		
CLAS BOE MEDICAL FT FAMIL	Active		
CLAS DENTAL FT FAMILY	Active		
CLAS BOE DENTAL FT FAMILY	Active		
OHIO DEFERRED			
COMPENSATIO	Active		
DIRECTIONS	Active	\$50.00	
PNCBANK	Active	\$10.00	
PNCBANK	Active	100.00%	

Add New Direct Deposit Deduction

The name of your banking institution will be listed as it shows on your pay stub as indicated above.

- In this example the employee has 3 different direct deposit accounts.

 eFinancePLUS

Employee Access Center

Employee Tasks:

Demographic Information

Additional Information

Payroll Checks

Salary and Benefits

Leave Information

Continuing Education

My W-2's

Tax Information

Deductions and Benefits

"What If" Paycheck Calculator

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Deductions and Benefits Information

You can make changes only to certain deductions or benefits throughout the year. The rest, you can re

Deduction Title	Status	Employee Paid	Employee YTD
SERS	Active	10.00%	
SERS BOE	Active	\$0.00	
CLAS MEDICAL FT FAMILY	Active		
CLAS BOE MEDICAL FT FAMIL	Active		
CLAS DENTAL FT FAMILY	Active		
CLAS BOE DENTAL FT FAMILY	Active		
OHIO DEFERRED			
COMPENSATIO	Active		
DIRECTIONS	Active	\$50.00	
PNCBANK	Active	\$10.00	
PNCBANK	Active	100.00%	

Add New Direct Deposit Deduction

NOTE: This information is specific to the amount of money (\$) or percentage (%) that you have allocated to each account.

- In the example above, the employee has designated \$50.00 to be sent to checking account at DIRECTIONS CREDIT UNION, \$10.00 to be sent to a savings account at PNC bank and then the remaining amount is then sent to a checking account at PNC bank. The account that indicates 100% is your **PRIMARY** direct deposit account and will always show 100%. **DO NOT CHANGE THAT %**
- By clicking on the NAME of the account, it will further open up and give a more detailed look at the specific account information.

- TO **INITIATE** A CHANGE TO YOUR DIRECT DEPOSIT ACCOUNT

- You must **FOLLOW** of the steps outlined here.

Employee Access Center

Employee Tasks:

- Demographic Information
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- "What If" Paycheck Calculator
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- Recruitment
- Contracts
- Impersonate User

Deductions and Benefits Information

You can make changes only to certain deductions or benefits throughout the year. The rest, you can re

Deduction Title	Status	Employee Paid	Employee YTD
SERS	Active	10.00%	
SERS BOE	Active	\$0.00	
CLAS MEDICAL FT FAMILY	Active		
CLAS BOE MEDICAL FT FAMIL	Active		
CLAS DENTAL FT FAMILY	Active		
CLAS BOE DENTAL FT FAMILY	Active		
OHIO DEFERRED COMPENSATIO	Active		
DIRECTIONS	Active	\$50.00	
PNCBANK	Active	\$10.00	
PNCBANK	Active	100.00%	

Add New Direct Deposit Deduction

1. Click on the name of the account that you wish to change.

***This will then open up that specific account information for you to view or make account changes to.**

Employee Access Center

Employee Tasks:

- Demographic Information
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Deduction Information

Code	9999	Title	PNCBANK
Status	Active	Benefit Effective Date	
Employee Paid	100.00%	Employer Paid	\$0.00
Maximum Deduction		Maximum Benefit	
Account Type	Checking		
Bank	PNC BANK		
Routing Number		Account Number	
Confirm Routing Number	041000124	Confirm Account Number	xxxxxx5555
Additional Information	http://www.youresc.k12.oh.us/sites/default/files/2018-08/DirectDepositForm%2808-2018%29.pdf This is the primary direct deposit account information.		

In addition to changing your direct deposit information on this page, you MUST submit the form linked to above along with a voided check to the payroll office. The change will not be effective for payroll processing until all of the preceding steps have been completed & the payroll office has reviewed the change.

Note: Changes must be submitted at least 1 week prior to a pay date.

Effective Date: 3/7/2019

Save Cancel

Earning Information for This Deduction						
	Current	Month	Quarter	Year	Fiscal	Inception
Employee						
Employer	0.00	0.00	0.00	0.00	0.00	0.00
Salary						

2. Choose the account type from the drop down box.
 - a. Checking or savings

3. Fill in the new Routing Number (if a new bank)

4. Fill in new Account Number

- See Example on next page

6. Complete the paper form with the same information that you just entered into the EAC system.

- a. Attach a voided check or document provided by the bank
- b. MAIL or DELIVER to:

Tri-County ESC

Attn: Payroll Dept.

741 Winkler Dr.

Wooster, OH 44691

Tri-County Educational Service Center Direct Deposit Payroll Authorization

Tri-County Educational Service Centers requires all employees to have payroll checks deposited directly into personal accounts through electronic wiring.

Authorization

I authorize the Tri-County Educational Service Center Treasurer to initiate electronic entries to the following accounts:

To have 100% of your check deposited in one account, complete Section 1.
To have your check deposited into more than one account, complete Section 2.
****Please supply a voided check for any checking accounts to ensure accuracy.****

If a "voided" check is not provided a check will be issued until account information can be verified

Section 1.

Financial Institution Name _____
Routing Transit Number _____
Account Number _____
Type of Account (Check One) ☐ Checking ☐ Savings
Distribution ☒ 100% in Account

Section 2. Please Note: Distribution must total 100%.

Financial Institution Name _____
Routing Transit Number _____
Account Number _____
Type of Account (Check One) ☐ Checking ☐ Savings
Distribution ☐ Enter % for this account

Financial Institution Name _____
Routing Transit Number _____
Account Number _____
Type of Account (Check One) ☐ Checking ☐ Savings
Distribution ☐ Enter % for this account

Financial Institution Name _____
Routing Transit Number _____
Account Number _____
Type of Account (Check One) ☐ Checking ☐ Savings
Distribution ☐ Enter % for this account

This authority shall remain in effect until the Treasurer of the Tri-County Educational Service Center has received written notification from me of its change in such time and manner as to afford the employer and financial institution a reasonable opportunity to act on it.

Signature _____ Date _____

Last four digits of social security number _____

eFinancePLUS Employee Access Center

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Deduction Information

Code 9999 Title PNCBANK
Status Benefit Effective Date
Employee Paid 100.00% Employer Paid \$0.00
Maximum Deduction
Account Type Maximum Benefit
Bank PNC BANK
Routing Number
Confirm Routing Number 041000124 Account Number
Confirm Account Number xxxxxx5555

Additional Information <http://www.youresc.k12.oh.us/sites/default/files/2018-08/DirectDepositForm%2808-2018%29.pdf>

This is the primary direct deposit account information.

In addition to changing your direct deposit information on this page, you MUST submit the form linked to above along with a voided check to the payroll office. The change will not be effective for payroll processing until all of the preceding steps have been completed & the payroll office has reviewed the change.

Note: Changes must be submitted at least 1 week prior to a pay date.


Effective Date: 3/7/2019

Earning Information for This Deduction

	Current	Month	Quarter	Year	Fiscal	Inception
Employee						
Employer	0.00	0.00	0.00	0.00	0.00	0.00
Salary						

7. Click SAVE

- **TO *ADD* A NEW DIRECT DEPOSIT ACCOUNT**
 - **You must FOLLOW of the steps outlined here.**

 eFinancePLUS

Employee Access Center

Employee Tasks:

Demographic Information

Additional Information

Payroll Checks

Salary and Benefits

Leave Information

Continuing Education

My W-2's

Tax Information

Deductions and Benefits

"What If" Paycheck Calculator

Professional Development

Recruitment


Contracts

Impersonate User

Deductions and Benefits Information

You can make changes only to certain deductions or benefits throughout the year. The rest, you can re

Deduction Title	Status	Employee Paid	Employee YTD
SERS	Active	10.00%	
SERS BOE	Active	\$0.00	
CLAS MEDICAL FT FAMILY	Active		
CLAS BOE MEDICAL FT FAMIL	Active		
CLAS DENTAL FT FAMILY	Active		
CLAS BOE DENTAL FT FAMILY	Active		
OHIO DEFERRED COMPENSATIO	Active		
DIRECTIONS	Active	\$50.00	
PNCBANK	Active	\$10.00	
PNCBANK	Active	100.00%	

 [Add New Direct Deposit Deduction](#)

1. Click on ADD NEW DIRECT DEPOSIT DEDUCTION

Employee Tasks:

- Demographic Information
- Additional Information
- Payroll Checks
- Salary and Benefits
- Leave Information
- Continuing Education
- My W-2's
- Tax Information
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- Contracts
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2. Choose a CODE from the drop down box.

a. See list on next page

3. Fill in Amount (\$) or Percentage (%) in the Employee Paid Box.**4. Choose Account Type**

a. Checking or Savings

5. Fill in Routing Number**6. Confirm Routing Number****7. Fill in Account Number****8. Confirm Account Number****9. Click on link next to additional information & complete Direct Deposit Form as directed in earlier instructions.****10. Click SAVE**

New Direct Deduction Information

Important Note: This new direct deposit deduction will be saved in a batch for the payroll department to post. This will not be active immediately.

Code	9992 - DIRECT DEPOSIT \$	Status	Active
Employee Paid	0.00 \$		
Account Type	Checking		
Bank			
Routing Number		Account Number	
Confirm Routing Number		Confirm Account Number	
Additional Information http://www.youresc.k12.oh.us/sites/default/files/2018-08/DirectDepositForm%2808-2018%29.pdf			
This is secondary direct deposit account information.			
In addition to changing your direct deposit information on this page, you MUST submit the form linked to above along with specific \$ allocations outlined to the payroll office. The change will not be effective for payroll processing until all of the preceding steps have been completed & the payroll office has reviewed the change.			
Note: Changes made will NOT be immediately effective.			
Effective Date: 3/7/2019			

SEE NEXT 2 PAGES FOR

ADDITIONAL

INSTRUCTIONS/NOTES

PLEASE NOTE THE FOLLOWING FOR ALL DIRECT DEPOSIT:

- It doesn't matter which code you choose when adding a new account, as long as you are choosing at least 1 for each account that you wish to add. You just have to make sure that if you want a specific amount of money (\$) to be deposited that you choose an account with the \$ designation. If you are choosing a % to be deposited, then you have to choose an account with the % designation behind it
 - See the complete list below
 - The accounts that you already have set up in our system will **NOT** show in the drop down box. You cannot choose the same one twice.

Direct Deposit Code Choices

9990 – Direct Deposit \$ - Use this one when specifying an **AMOUNT** of money to be withheld

9991 – Direct Deposit \$ - Use this one when specifying an **AMOUNT** of money to be withheld

9992 – Direct Deposit \$ - Use this one when specifying an **AMOUNT** of money to be withheld

9993 – Direct Deposit \$ - Use this one when specifying an **AMOUNT** of money to be withheld

9994 – Direct Deposit \$ - Use this one when specifying an **AMOUNT** of money to be withheld

9995 – Direct Deposit % - Use this one when specifying a % of money to be withheld

9996 – Direct Deposit % - Use this one when specifying a % of money to be withheld

9997 – Direct Deposit % - Use this one when specifying a % of money to be withheld

9998 – Direct Deposit % - Use this one when specifying a % of money to be withheld

PLEASE NOTE THE FOLLOWING FOR ALL DIRECT DEPOSIT:

- You **MUST** follow the same steps for each account that you wish to add or change if you have multiple accounts, especially those that are designated with a % to each one.
- **ONLY 1** direct deposit form will need to be completed and returned, regardless of the number of accounts that you are changing. The form should reflect the correct deposit designation for your ENTIRE deposit of your payment.

IMPORTANT:

Any changes to your direct deposit information should be submitted at least 1 week prior to a pay date in order to be effective for that pay date. *This includes completing the required form and receipt of that form by the payroll office.*

- No changes will be made until that form has been received so that we can confirm your instructions and more importantly, your identity.

9. Upon **SEPERATION OF EMPLOYMENT** you may still access your information through the EAC.

- Especially important to access and **print your W-2 copies here.**

- After **SEPERATION** your **USERNAME** will be automatically changed to the **FIRST INITIAL** of your **FIRST NAME** and your **FULL LAST NAME – ALL LOWER CASE**
 - Example: John Doe = jdoe
- Your **PASSWORD** will **NOT** be changed. Therefore, it will be the same password that it was upon separation.
- When logging in, see instructions below