Employee Portal View
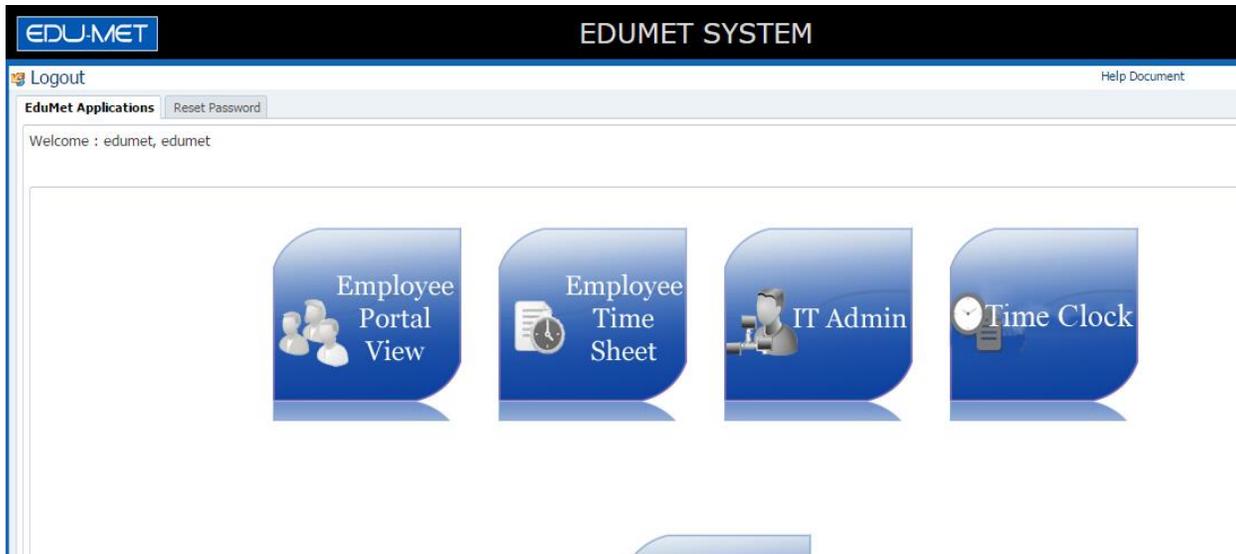# Help Document

(For Employees)

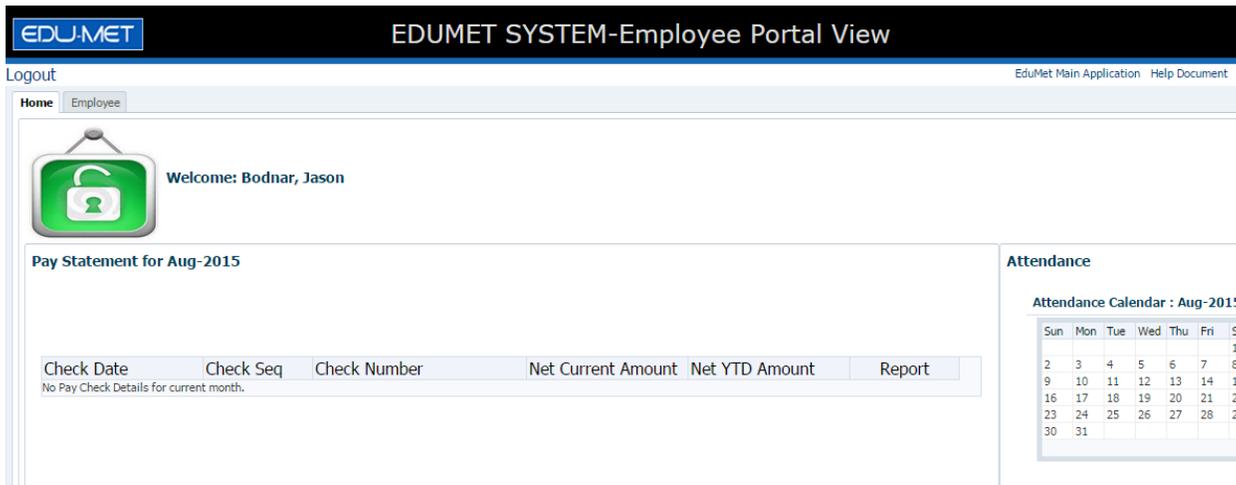## Accessing the Employee Portal View Application

1. Please click on the Employee Portal View Icon to get inside the application.
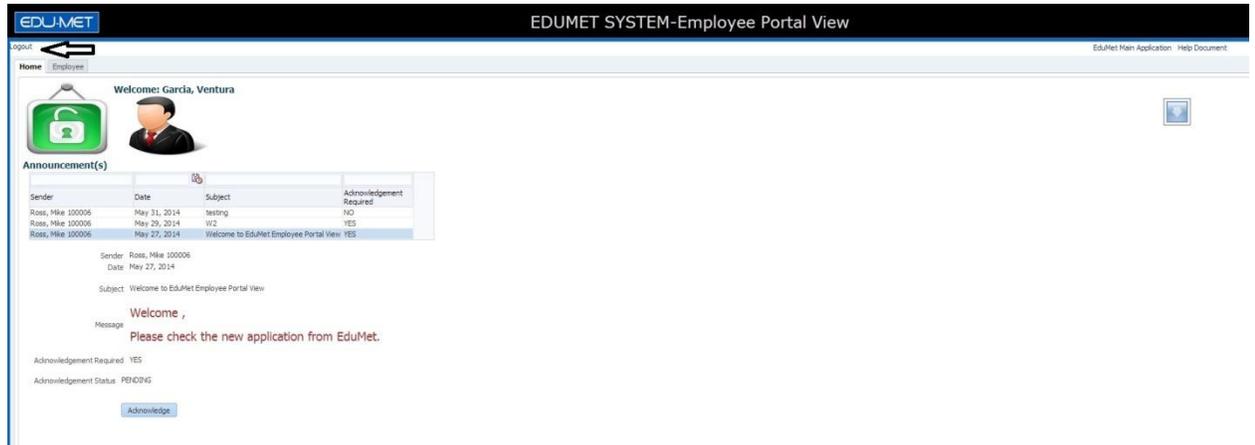

2. Once you click the icon, you will be redirected to the below screen.

Employee Portal View : Features and Accessibility

1. This is the Employee portal home screen where we have all the announcements from administrator, also the summary of pay statement and attendance for the current month.

Click on logout button anytime to exit from the application.

You can also go back to the main screen which was containing all the icons of different application modules by clicking the button that says "EduMet Main Application".

2. In Announcements, if announcement need to be acknowledged then the user has to click on the Acknowledge button as shown in the above screenshot.

3. Please click on the employee tab to access the details for the employees as shown below:

On the left hand side, we have few different tabs to access information about the employee.

My Account

Click on the generate report button to generate the PDF format report on employee's account information.

Screenshot for PDF format report:

Checks and Statements

Click on the Checks/Statements Tab to display the information on checks and statements for the employee.

Screenshot for PDF format report:

Total Benefits

Click on the total benefits tab to display the information on benefits for logged in employee or user.

Screenshot for PDF format report:

Total Benefits

Employee Ross,Mike

Type	Amount
Health (District Cost)	$15,862.56
Salary	$108,473.00
TOTAL	$124,335.56

Benefit Amount
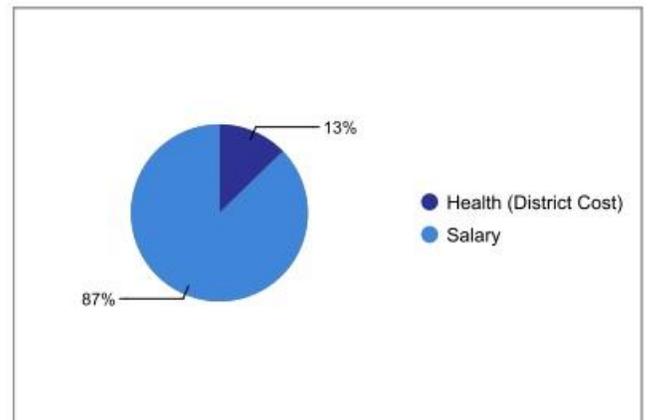
Attendance

Click on the attendance tab to get information on attendance summary for the employee.

Screenshot for PDF format report:

Banking

Click on the banking tab to view all the banking related details of the employee.

Screenshot for PDF format report:

Direct Deposit Info

Employee: Garcia, Ventura

Bank Name	Bank Id	Account #	Account Type	Amount Requested
	031207607	7379	Checking	Balance

Health Provider and Dependent

Click on the provider/dependent tab to view the details regarding health providers and dependents for the employee.

Screenshot for PDF format report:

W2's Report

Click on the W2's tab to get information on W2 for the employee.

Screenshot for PDF format report:

ABCclient

	7 Social security tips	1 Wages, tips, other	2 Federal income tax withheld
Form W2 Wage and Tax Statement 2013		98,268.34	9,761.87

c Employer's name, address and ZIP code	8 Allocated tips	3 Social security wages	4 Social security tax withheld
PATERSON BOARD OF EDUCATION 90 DELAWARE AVENUE PATERSON NJ 07503 973-321-0530		106,677.95	6,614.09

	9 Advance EIC payment	5 Medicare wages and tips	6 Medicare tax withheld
	.00	106,677.95	1,546.85

	10 Dependent care benefits	11 Nonqualified plans	12A
	.00	.00	DD 19,679.88

e Employee's name, address and ZIP code	13 Statutory employee / Retirement plan / Third party sick pay	14
Mike Ross 21 Main Street Union NJ 07083	X	S125 4,310.34 414H 7,209.61 FLI 30.90 UIWF/SWF 131.33

	b Employer identification number 226002199	12C C 214.36

	a Employee's social security 123456789	12D E 1,200.00

15	State	Employer's state ID number	DI P.P. #	16 State wages, tips, etc	17 State income tax	18 Local wages, tips, etc	19 Local income tax	20 Locality name
	NJ	226002199000	438871009	110,988.29	3,566.83	.00	.00	

Download Documents

Employee can download their submitted documents from Download Documents tab. Please click on the pdf icon as shown in below screenshot.
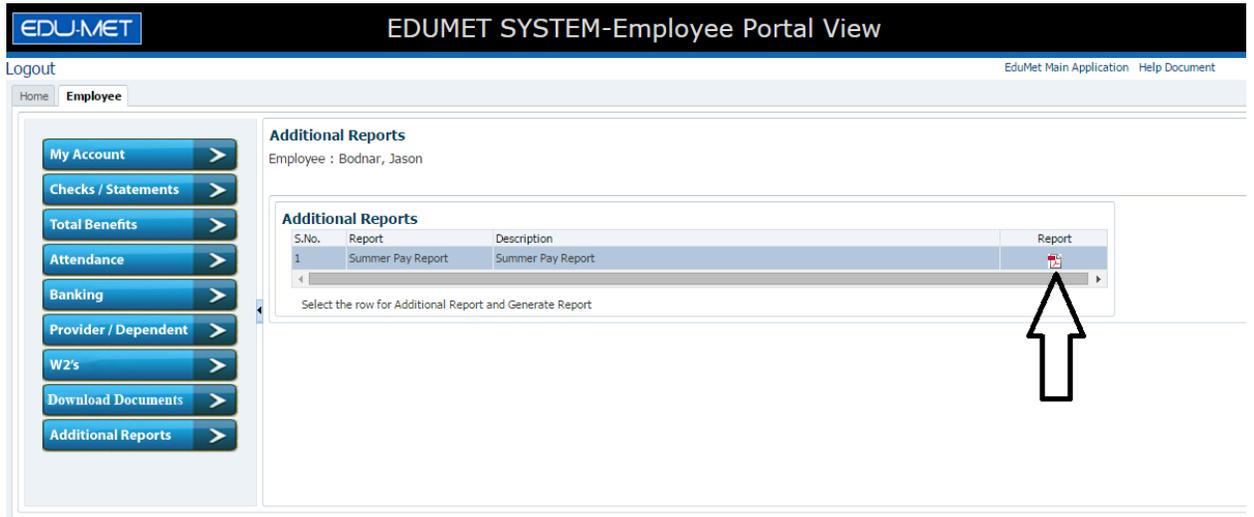
Additional Reports

Administrator can add additional reports as per the requirement, which will reflect in the additional reports area.

Here Employees can generate their Summer Pay Report by clicking the pdf icon as shown in above screenshot.