TXEIS Employee Access – New User

Log onto your TXEIS Employee Access account to view your payroll information including check stubs and W-9 delivery selection. The **New User** button allows the user to create a security record that is mapped to a specific employee record in Human Resources.

Access the TxEIS Employee Access site from www.sealyisd.com > Staff > **TxEIS Employee Access**

IMPORTANT:
This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.

From the logon page, click **New User.** The new user page will display prompting the user to enter the employee number (not your social security number), date of birth, and zip code. If this information does not match what exists in the district's database, the user will be unable to create a user ID and password.

- In the **Employee Number** field, type your employee number. (Can be found on previous wage and earnings statement or check stub. Contact HR or payroll if you cannot locate the number.) Leading zeros are not required.
- In the **Date of Birth** field, type your date of birth using the MM DD YYYY format.
- In the **Zip Code** field, type your 5-digit zip code.
- Click RETRIEVE.
- If you have already created a user ID and password, a message will display instructing you to contact the personnel office.