**EMPLOYEE ACCESS CENTER**

Dickinson ISD has made it easy for you to get answers to your most frequently asked questions. Employee Access Center (EAC) is a resource that allows employees to view payroll and personnel information. Information that can be accessed includes the following:

* Demographic Information - Change address and contact information; view years of experience
* Additional Information - View education and certifications
* Payroll Checks - View and print payroll check history
* Salary and Benefits - View annual salary and current job position
* Leave Information - View attendance and leave balance
* Print W2's - View and print W2 information
* Tax Information - View filing status and exemptions
* Deductions and Benefits - View detailed deductions and benefit information

Just follow these steps to the Employee Access Center:

* Go to: [www.dickinsonisd.org](file:///\\FS01.dickinsonisd.org\Staff\krich\Letters\www.dickinsonisd.org)
* Click on the "Staff" tab (top of the website)
* Under "Employee Information" click on the "Employee Access Center"
* Enter User ID: Employee ID Number (5 digits)
* Enter Password: Last four digits of Social Security Number
* Need Password or User ID assistance, please call the Help Desk at 281-229-6028