

# Employee Access Center Help Sheet

The Employee Access Center is a web-enhanced application for employees to access, track pertinent information regarding paychecks, leave banks, demographics, etc.

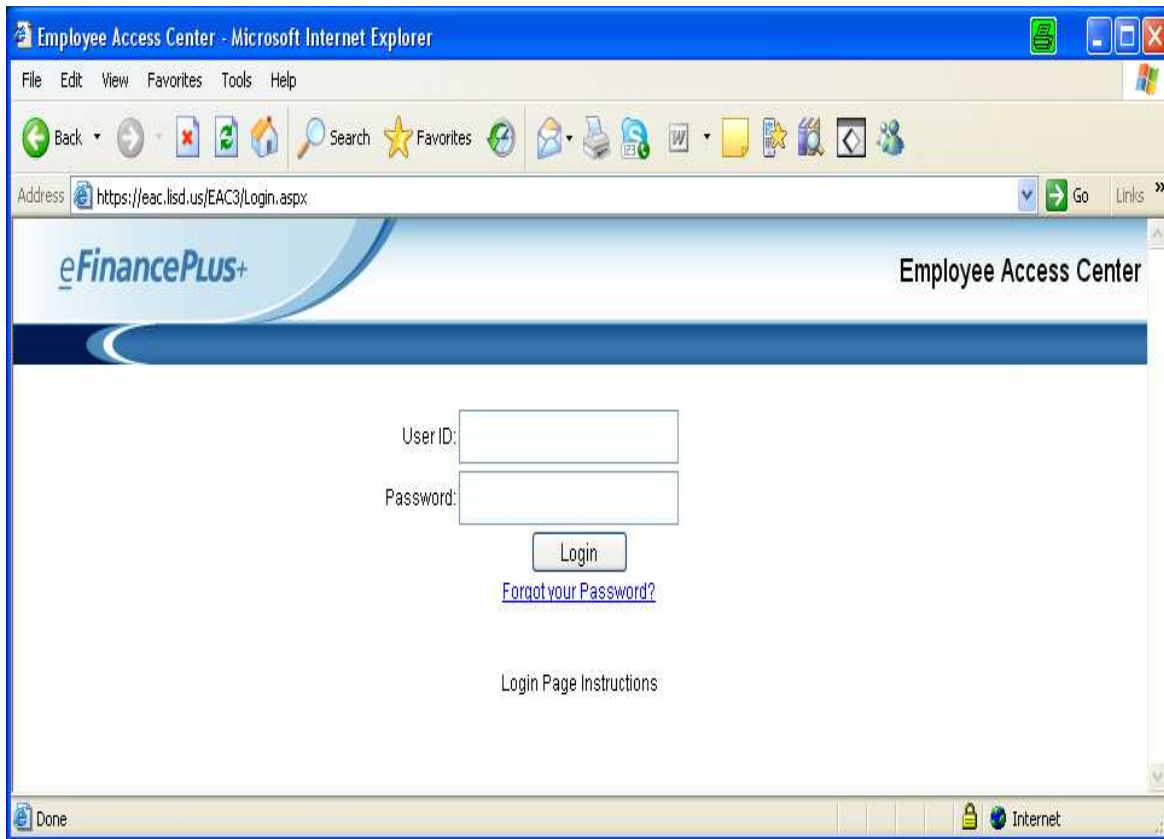
You can access Employee Access Center two ways. Open Internet Explorer. Enter the following web address: [www.bedford.k12.mi.us/eac](http://www.bedford.k12.mi.us/eac) or you can use the link from the Business Office Department website.

Your login User ID is your 9 digit employee number. (no spaces no dashes)  
Initially your Password is your social security number (no spaces no dashes).  
Please be sure to change your password the first time you log in.

**Your sign in information is:**

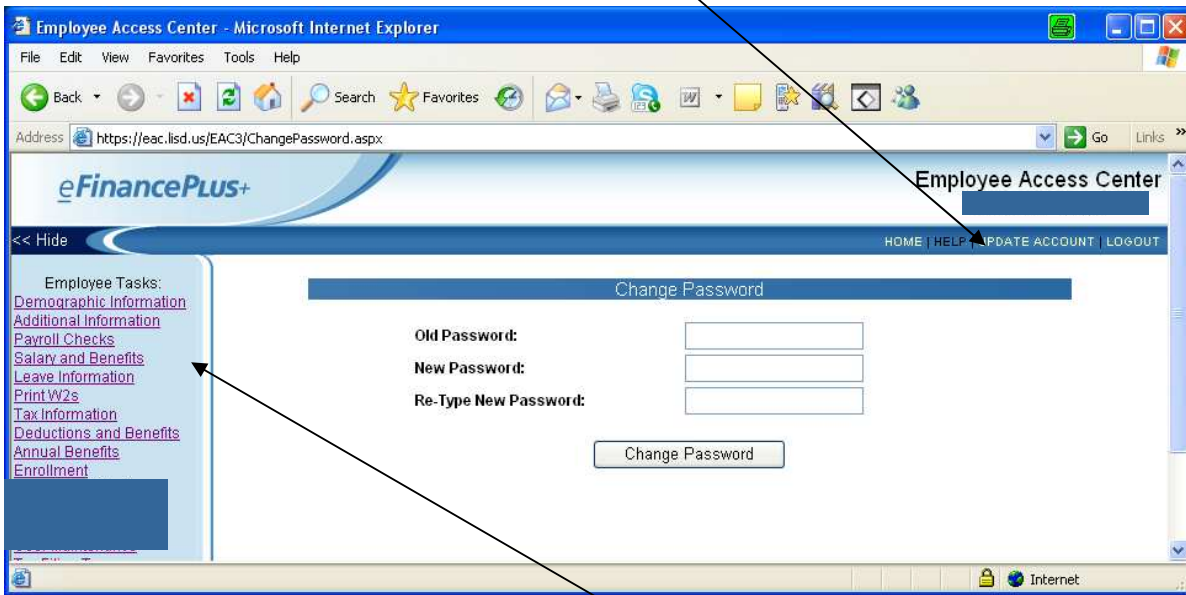
**Username:** (use all 9 digits) **58030** \_\_\_\_\_

**Password:** \_\_\_\_\_



The screenshot shows a Microsoft Internet Explorer browser window titled "Employee Access Center - Microsoft Internet Explorer". The address bar displays "https://eac.lisd.us/EAC3/Login.aspx". The page content includes the "eFinancePlus+" logo on the left and "Employee Access Center" on the right. The main area contains a login form with two input fields: "User ID:" and "Password:". Below the "Password:" field is a "Login" button. Underneath the button is a blue hyperlink that says "Forgot your Password?". At the bottom of the form area, there is a link for "Login Page Instructions". The browser's status bar at the bottom shows "Done" on the left and "Internet" on the right.

Follow instructions below to change your password. If you would like to change your password in the future, simply click on the 'UPDATE ACCOUNT' option and fill in the required boxes.



Click on the options in the left panel to view your various personnel screens. Some screens offer the option to update your information. Tax withholding changes will not take effect until a signed W-4 form in the Payroll offices. Please allow at least two weeks to process these requests.

There is information for payroll checks, leave days and banks, W-2's, deductions and other information on file at the district's administrative offices. Much of the detail is actual information; some screens are estimated for extrapolation only, like the Salary and Benefits info and the Deductions and Benefits.

Employee Access Center - Microsoft Internet Explorer

Address: https://eac.lisd.us/EAC3/leavecalendar.aspx

eFinancePlus+ Employee Access Center

HOME | HELP | UPDATE ACCOUNT | LOGOUT

Employee Tasks:  
[Demographic Information](#)  
[Additional Information](#)  
[Payroll Checks](#)  
[Salary and Benefits](#)  
[Leave Information](#)  
[Print W2s](#)  
[Tax Information](#)  
[Deductions and Benefits](#)  
[Annual Benefits](#)  
[Enrollment](#)

Leave days are posted through the two week prior to the last pay check issued.

### Leave Calendar

[Leave Banks](#)

July 2008							August 2008							September 2008							October 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	1	2	3	4	5	6				1	2	3	4		
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				

November 2008							December 2008							January 2009							February 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	7		
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	17	18	19	20	21	22	23	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31							
30																											

March 2009							April 2009							May 2009							June 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4					1	2	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
														31													

	WORK DAY
	NON WORK DAY
	WEEKEND DAY
	PERSONAL - EXEMPT
	SICK LEAVE - EXEMPT
	VACATION - EXEMPT
	MISCELLANEOUS
	COMPENSATORY TIME

View History Leave:

As a note, "Payroll Checks" is actual pay run information, however only the most current pay check will also include year-to-date (YTD) information and leave balance information on the mock stub. However, the EAC includes the detail underlying those amounts for additional research if necessary. Information is retained for several years back, it is the District's goal to reduce costs by not needing to print hardcopy information centrally or by each employee, so please utilize the website as much as possible.

Please contact Tenley Hauser (6014) if you have any questions.