

Employee Access Center 5.0 (EAC)

Instructions to login

Click on link <https://eac.spihost.net/day/eac5sp1/Login.aspx>

In the **User ID** field, enter your 6 digit Dayton ISD employee ID number, and then press Tab.

In the **Password** field, enter the last 4 digits of your SSN. Then click the **Login** button.

You will be taken to the EAC webpage.

➤ **Changing your Password**

Click the **Update Account** to change your password. You may select this option at any time. You will be required to enter your old password, then your new password twice to complete the change.

➤ **Demographic Information**

The Demographic Information link shows basic demographic information. Clicking the **Update** link allows you to request changes to some of your information such as Phone Numbers, e-mail addresses, Contact Information, etc. After you enter the requested changes, the System Administrator will review your request and update the database accordingly.

➤ **Education and Certifications**

The Education and Certifications link shows all of your degrees and certifications. If there is an error or omission, there is an email link at the bottom for the personnel responsible for degree and certification record keeping. If you need to make a change, please click the email link.

➤ **Payroll Checks**

The Payroll Checks link shows information on each payroll check paid to you. Clicking on an individual check/voucher will open a PDF version of the pay stub showing the details of the paycheck or voucher. For questions contact the Payroll Department at nikki.thacker@daytonisd.net.

➤ **Salary and Benefits**

The Salary and Benefits link shows all active items for which you are being paid, along with any active deductions and benefits. Clicking the **Remove Menu for Printing** link opens a printer-friendly version that omits the header and links. Use the File-Print option to print the page.

➤ **Leave Information**

The Leave Information link shows a calendar for the current school year. Work days, weekends, holidays, and absences are shaded in different colors. A legend at the bottom of the page shows the colors for different types of absences. If you click on an individual absence, a page will open showing the details of the absence on that day. Clicking the **Leave Banks** link allows you to review each of your leave balances. If you click the **Show Leave Detail** button on a leave bank, you can see all of the absences that apply to that bank.

➤ **View and print W2 Forms**

The View and Print W2 Forms link allows you to open W2 tax forms in PDF format for viewing and printing.

➤ **Tax Information**

The Tax Information link allows viewing your federal tax withholding status. The **IRS Forms** link, links you to the IRS website so you can select the required form and print it from the website.

➤ **Deductions and Benefits**

The deduction and benefits link allows you to see all active deductions and benefits such as TRS, medical/dental/vision insurance, etc. or any other item where either you or Dayton ISD make a contribution. Clicking a particular deduction/benefit will show you totals for the current pay period, month, quarter, calendar year and fiscal year.