

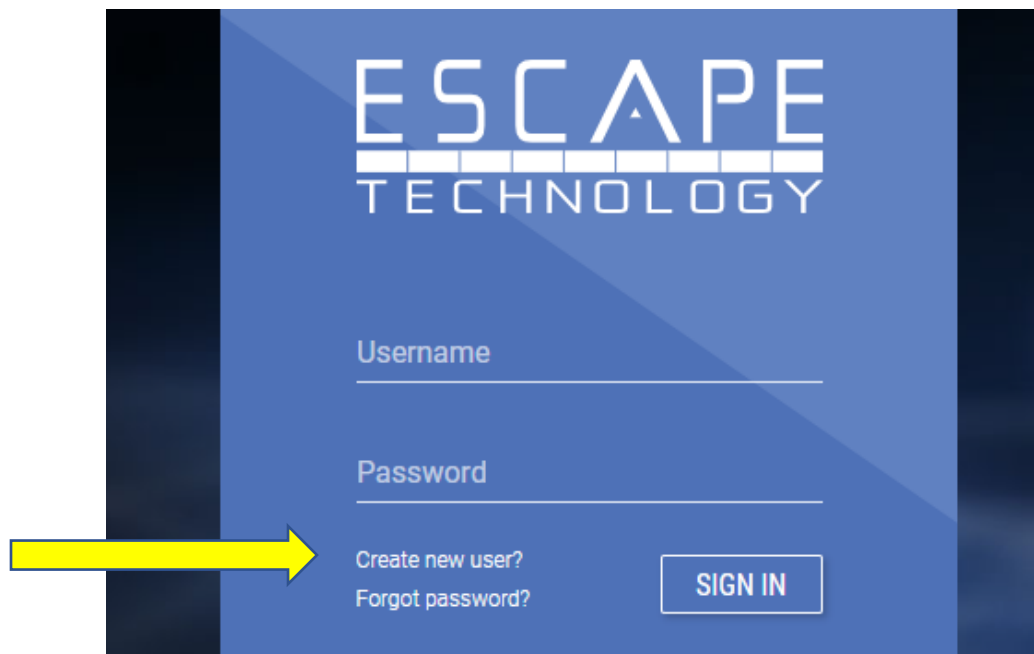
Employee Portal Access

Email Address: _____

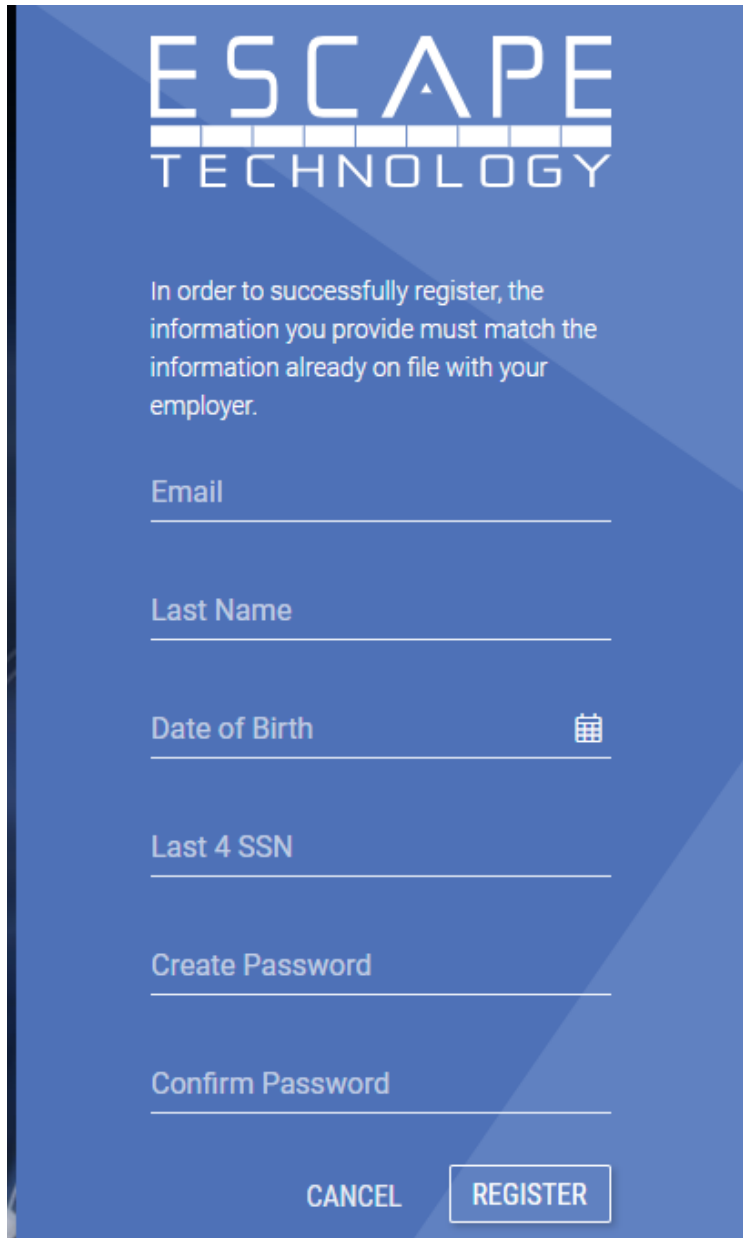
Access the portal through the Pierce JUSD website under Departments/Human Resources

OR log onto <https://colusaportal.xcoe.online/#/login>

First click "Create new user"



Fill in your personal information as it is in payroll. Click "Register" then a code will be sent to your work email for you to enter and proceed in the portal. The code needs to be entered within 5 minutes. If you do not see the email within a few minutes, look in your SPAM or TRASH. When entering the code, enter one number at a time. **You cannot copy and paste.**




The image shows a registration form for ESCAPE TECHNOLOGY. The form is set against a blue background with a white diagonal stripe. At the top, the company name "ESCAPE TECHNOLOGY" is displayed in a white, sans-serif font. Below the name, a paragraph of text explains the registration requirements. The form contains several input fields: "Email", "Last Name", "Date of Birth" (with a calendar icon), "Last 4 SSN", "Create Password", and "Confirm Password". At the bottom right, there are two buttons: "CANCEL" and "REGISTER".

ESCAPE
TECHNOLOGY

In order to successfully register, the information you provide must match the information already on file with your employer.

Email

Last Name

Date of Birth 

Last 4 SSN

Create Password

Confirm Password

Things you can do in the portal

- Change address
- Update personal info
- Change your tax withholding
- Print pay stubs
- Verify annual salary
- See what insurance plan you are on
- View sick leave, personal necessity, and vacation leave balance

This is your dashboard, click on all the sections...**you cannot hurt anything**. Click away!! You can hover or click the selections on the left-hand side to see more of your information.

ESCAPE TECHNOLOGY Org: Pierce JUSD

Dashboard

Alerts

Pay Dates August 2023 TODAY < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

● Today ● Pay Day ● Sup Pay Day

Last Paycheck

Category	Percentage
Net Pay	70.9%
Taxes	20.5%
Pre-Tax Deductions	8.6%

● Net Pay ● Taxes ● Pre-Tax Deductions

SICK LEAVE
433.25 Hours

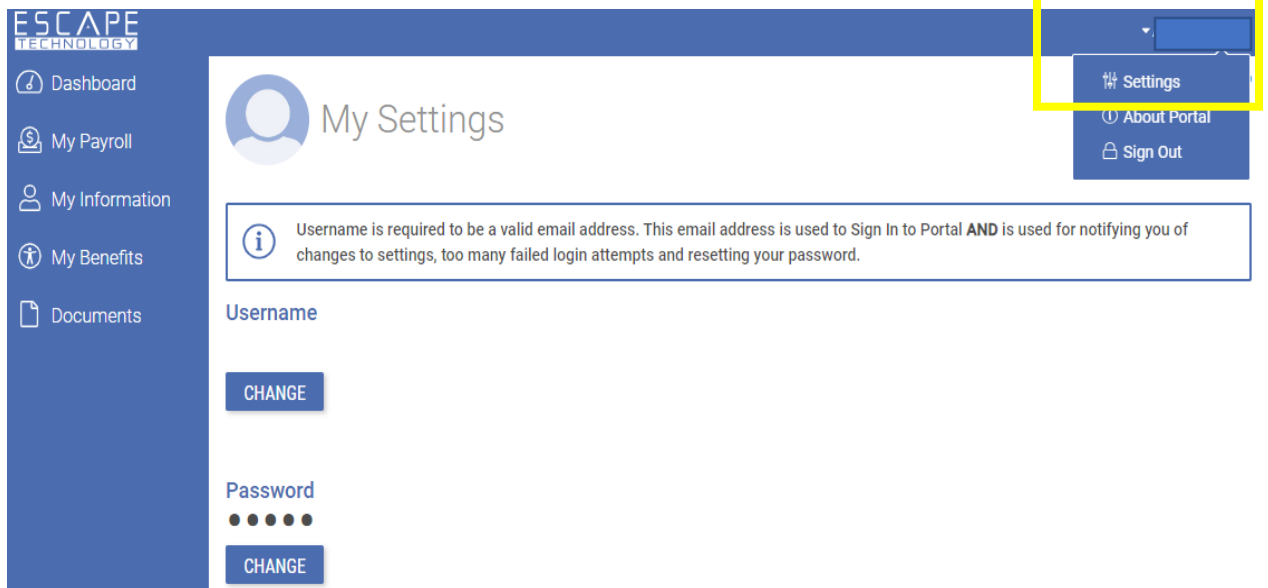
VACATION
195.3 Hours

ESCAPE TECHNOLOGY Org: Pierce JUSD

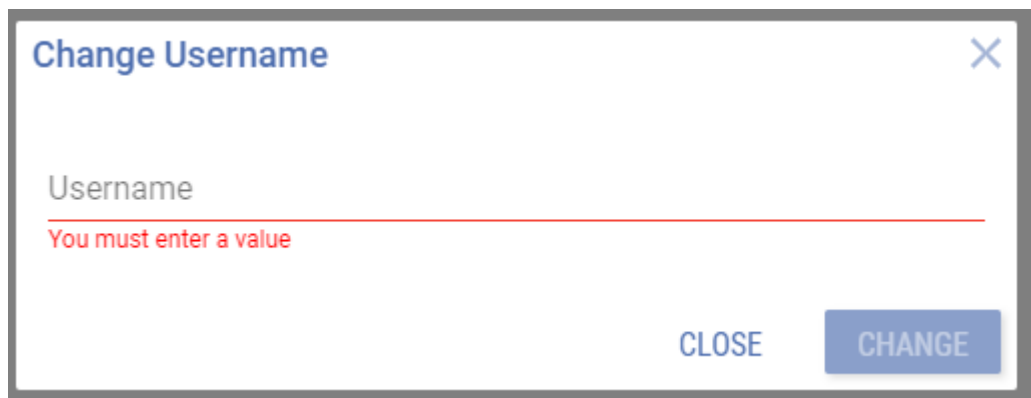
Documents

Document Repository

Document Name	Date Received	Action Date	Action Taken	View
REQUIRED - 23/24 Employee Annual Salary - Agree or Disagree required	07/26/2023	07/26/2023	Acknowledged "Agreement" to the contents of this document.	



If your username is not already listed with **@pjusd.com**, please update by clicking “Change”. Type in your username and click “Change” to save.



LOCKED OUT OF YOUR PORTAL? Contact Tammy or Daena for assistance.

- Tammy (530) 476-2892 ext. 13004 tminten@pjusd.com
- Daena (530) 476-2892 ext. 13005 dmeras@pjusd.com