Welcome To Employee Portal

TRINITY ALPS UNIFIED SCHOOL DISTRICT

Employees are the most important assets in any organization and we take that seriously here at Trinity Alps Unified School District. It is our goal to ensure each and every employee has access to, and education about the rich array of benefits available through TAUSD. Employee Portal online access is part of our effort to ensure employees seamless access to their important employment and financial information 24 hours a day 7 days a week.

CONTACT US

If you have any issues with access to your employee portal, please contact Sheree Beans

Phone: 530-623-6104, Ext 1002

Email: sbeans@tausd.org

Web: https://trinityportal.xcoe.online/

Sheree Beans
Trinity Alps Unified School District
Director of Business Services
Employee Portal is here! Access your payroll and benefits information online from your computer or any mobile device with a browser. Model tax, deduction or earnings changes. View your demographic information, health and welfare or leave benefits. Access paystubs, W2’s and 1095’s and so much more!

“SECURE ONLINE ACCESS TO YOUR PAYROLL AND BENEFITS INFORMATION, 24 HOURS A DAY, 7 DAYS A WEEK FROM ANY DEVICE!

**GETTING STARTED**

**FIRST** you’ll want to register for your portal access at: https://trinityportal.xcoe.online/

Click on the “register as a new user” option to create your new account/access.

You will be asked for personal information to set up your portal access. Email address, DOB, phone #.

*Please use your work email address and your HOME or CELL phone number when registering.* DO NOT use your work phone number or the system will not recognize you as it tries to validate the information you have provided against the information we have in your personal payroll records.

**Password:** Employee Portal contains your personal information so be sure to set a strong password!

If you have issues registering in portal, please call Sheree Beans at 530-623-6104 Ext 1002

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**PORTAL OPTIONS**

**MY INFO**

Click on the My Info option to see your personal demographic information, assignment information (past and present), credentials and education.

**MY BENEFITS**

In MY BENEFITS you’ll find tabs that lead you to your current available leave balances and usage or you can view your current health and welfare elections and associated costs.

**MY PAYROLL**

In the MY PAYROLL section you’ll find a variety of tabs to choose from. In the Payroll History tab you can view or print paystubs, W2 statements or 1095 statements. In the Payroll Calculator tab, model changes to pay, deductions or taxes and see the net changes to your paycheck! After modeling, you can click on the Tax/Deduction Setup Change Requests tab to make your ‘model’ an online request.