



# How to Access Pay Information on the Employee Portal

Business Office  
Newmarket School District

## Summary

Instructions on how to access pay information on the Employee Access Portal

## Instructions

How to login to Employee Self Service

<https://sau31newmarketnh.tylerportico.com/tesp/employee-selfservice/>

(Please bookmark this site for your convenience)

Begin by entering your full Newmarket email address.

okta

Sign In

Username

user@newmarket.k12.nh.us

Remember me

Next

[Need help signing in?](#)

You will be taken to the “Sign in with Google” prompt. Please enter your Newmarket Google username (e.g., last name, first initial).

Sign in with Google

Sign in  
to continue to Tyler Infinite Visions

Enter your email

user @newmarket.k12.nh.us

[Forgot email?](#)

To continue, Google will share your name, email address, language preference, and profile picture with Tyler Infinite Visions.

[Create account](#) [Next](#)

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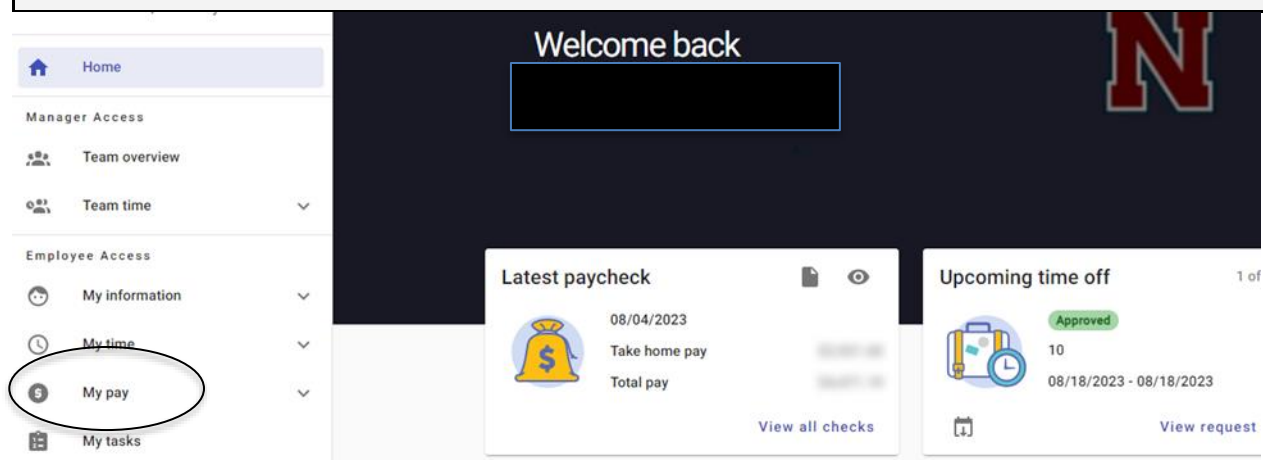
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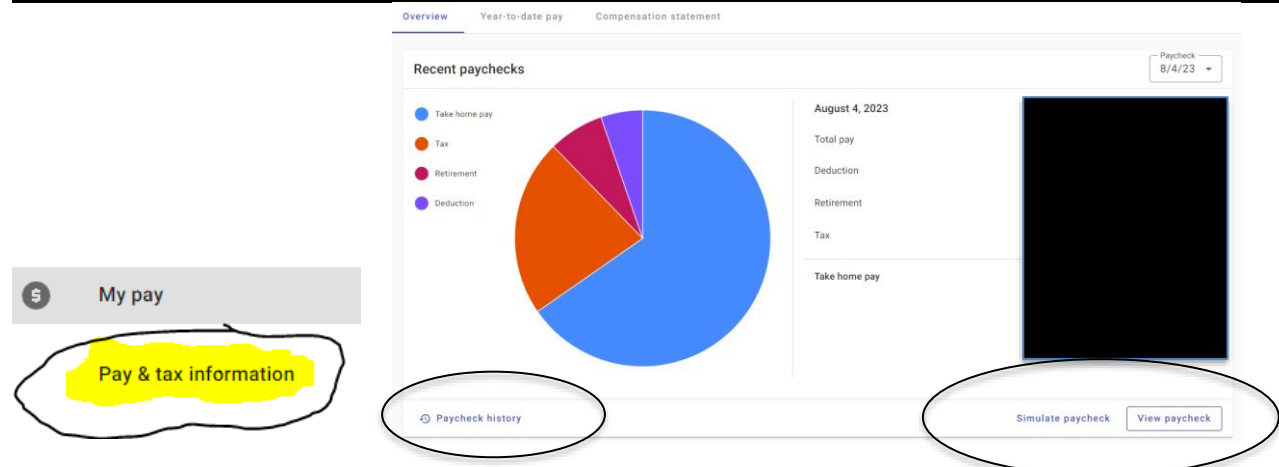
If it is your *first time* logging in you will be prompted for additional information (date of birth, last four digits of your Social Security number, etc.) to confirm your identity. You will then be logged in to the *Employee Access* site. If you run into any trouble logging in, please submit a [Help Desk](#) request and we will gladly assist you

Select "**My Pay**" from the menu at the left side of screen



Click **Pay & Tax Information**.

From there, you can look at your pay history, view pay check or simulate a future paycheck.



If you have any questions about accessing your pay information, please reach out to Teresa Marvin at [marvint@newmarket.k12.nh.us](mailto:marvint@newmarket.k12.nh.us) or via phone at 603-292-7983.

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