

User URL: <https://fmportal.techtiles.net/?tenant=00250>



## Averill Park Central School District

Enter your information to login

nugentk

.....

LOGIN

Your user name and password are the same that you use to log into your computer. (apccurr)

If you're unable to login, please contact your administrator



Click on the icons to view your personal information. Some fields can be edited if necessary.

Averill Park Central School District

Home

Personal

Payroll

Benefits

Credentials

Attendance

Approvals

KIMBERLY NUGENT

Your Timeline

Expand +

Hide All

Include Hidden (0)

This Month

Emergency Contact Update  
12/12/2019

Tasks

Pending

No Task

# Getting Started with OptiGate

Please refer to this document for a brief summary of where you can find certain information contained within the portal.

**Personal** – you will find all of your demographic info within these tabs.

**General** – EmployeeID, Birth Date, Marital Status, Last 4 SSN, Gender

**Address** – Default address on file, as well as any additional addresses the district may have.

**Dependents** – All benefit dependent information

**Contact Info** – Additional contact information: alternate phone numbers, emails

**Payroll** – This area will contain all payroll information as well as tax forms

**Contract and Earning** – history of each contract with the district.

**Withholdings** – current withholding status, edits to the amount of withholdings and dollar amount if permitted.

**Tax Forms** – PDF copies of current W4 as well as any W2 forms that have been produced

**Direct Deposit** – Details of your current direct deposit setup

**Pay History** – Pay stubs, as well as detailed history of all prior checks received

**Deductions** – Details of all active deductions

**Benefits** – Information regarding benefits and retirement

**Benefits Information** – Current active benefits received from the district

**Retirement** – details of all retirement systems received from the district

**Credentials** – Certifications (if applicable)

**Attendance** – All information regarding time-off, attendance, and hours

**Current Balances** – your up-to-date balances for time-off

**Calendar** – Daily attendance calendar, marked with all events

**Time Off Request** – If enabled, you will be able to request for time off directly within the portal. All requests will need to be approved before event is confirmed and balance is deducted.