



# TES Central User Guide

**Greater Los Angeles Area:**

625 Fair Oaks Avenue, Suite 200  
South Pasadena, CA 91030  
Phone: (323) 341-5580  
Fax: (323) 257-3101  
Tel: **(877) TESIDEA**

[View Map](#)

**Greater San Diego Area:**

4295 Gesner Street, Suite 2C  
San Diego, CA 92117  
Phone: (619) 275-4525  
Fax: (619) 275-4526  
Tel: **(877) TESIDEA**

[View Map](#)

**Greater Sacramento Area:**

1329 Howe Avenue, Suite 101  
Sacramento, CA 95825  
Phone: (916) 564-5010  
Fax: (916) 564-5260  
Tel: **(877) TESIDEA**

[View Map](#)

**Greater Michigan Area:**

306 East 4th Street  
Royal Oak, MI 48067  
Phone: (248) 544-0360  
Fax: (248) 333-8255  
Tel: **(877) TESIDEA**

[View Map](#)

**Greater Ohio Area:**

3560 W. Market St. Suite 400  
Fairlawn, OH 44333  
Phone: (330) 668 - 4041  
Fax: (330) 666 - 5626  
Tel: **(877) TESIDEA**

[View Map](#)

**Los Angeles Clinical Services**

1111 W. 6th Street, Suite 111  
Los Angeles, CA 90017  
Phone: (213) 607 - 4400  
Fax: (213) 250 - 7245  
Tel: **(877) TESIDEA**

[View Map](#)

**Alhambra Clinical Services**

1000 S. Fremont Ave.,  
Building A10N, Suite 10100  
Alhambra, CA 91803  
Phone: (626) 289 - 7472  
Fax: (626) 289 - 8620  
Tel: **(877) TESIDEA**

[View Map](#)

# Table of Contents

<u>Section</u>	<u>Page(s)</u>
Logging In.....	1
Main Menu.....	1
Code of Ethics.....	2
Human Resources.....	2
Benefits.....	2
Payroll.....	2
Healthy Living.....	3
Welligent.....	4
Calendar.....	4-5
Web Email.....	6
TES Live.....	7
Help Desk.....	8

---

# Logging In

Enter your Network Account information (ex. John Doe = jdoe) and click *Login*.



**\*\*This account information will not be the same as your TES Welligent account. Three consecutive failed attempts will lock you out of the site.**

## Main Menu – Quick access to all pages.



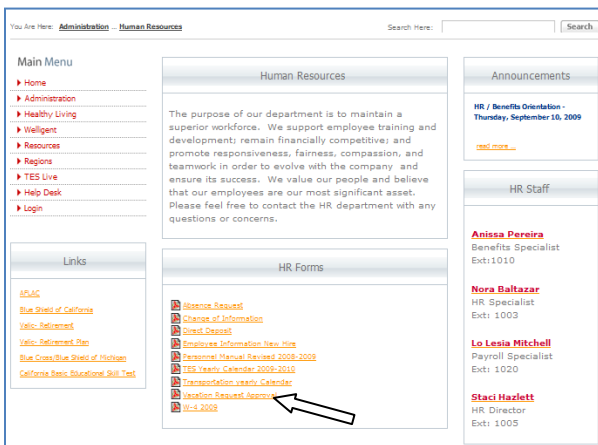
- ▶ **Home** - Clicking this option will return you to the Home page.
- ▶ **Administration** - Administration contains links to the TES Code of Ethics, Human Resources, Employee Benefits and Payroll pages (page 2 -3). Make sure to check back periodically for updated forms.
- ▶ **Healthy Living** - Healthy living gives you access to fitness tools, health articles and recipes.
- ▶ **Welligent** - Welligent is your online payroll and student service documentation.
- ▶ **Resources** - Resources contains links to your TES email account, Employee Directory and a Company Calendar.
- ▶ **Regions** - Select your region and department to access downloadable forms used by your department.
- ▶ **TES Live** - Here you can chat live with other TES Employees and access your TES Live social networking profile.
- ▶ **Help Desk** - Create a service ticket to receive assistance from the IT or Maintenance Department.

## TES Code of Ethics

This is the standard of conduct that guides TES employees in exercising sound professional judgment. These core values reflect TES’s commitment to its clients, students, families, communities and colleagues.

## Human Resources

This page provides access to forms related to Human Resources. Available forms include Absence Request, Change of personal information, Direct Deposit application, Personnel Manual, Yearly Calendar, Vacation Request form and W-4 form.



To download a form, click directly on the name of the form you would like use and wait for your download to finish. Some forms may take up to two minutes to complete, depending on your internet speed. Do not navigate away from this page as your download will terminate. You may not see your download taking place, so please be patient.

This page also contains links to our affiliates and announcements related to human resources and employee benefits.

## Benefits

This page contains contact information for the TES Benefits department and TES Affiliates in all regions. You can also access applications for enrollment and all related reimbursement policies. Again, please be patient when downloading forms in this section. Navigating away from this page will terminate your download.

Affiliates include:

Blue Shield California, Blue Cross/Blue Cross Michigan, Summa Care and Valic.

## Payroll

This page contains contact information for TES’s payroll department. It also includes the Payroll Schedule for details regarding due dates, pay dates and company holidays.

Access fitness tools to help you get on track with your fitness goals. Includes articles , recipes, Calorie counters and a Body Mass Index calculator (BMI).



Fitness Tools have been added to help you get on track with your fitness goals. The Daily Calorie Needs Calculator will help you estimate the number of calories you need to eat on a daily basis to maintain, gain or lose weight. The BMI Calculator will provide you with an approximate measurement of body fat based on height and weight that applies to both men and women between the ages of 18 and 65 years.

Health articles and recipes are updated periodically, so check back frequently!

Have an idea? Contact [Anissa Pereira](#)

## Using the Calorie Counter

Select your gender, enter your weight and activity level.

Calorie Needs Calculator

Select Gender:  Female  Male

Current Weight: 150 lbs

Activity Level: Sedentary

Calculate Reset

**Nutritional Needs**

Daily Calorie Limit: [ ]

Protein: [ ] to [ ] grams per day

Carbohydrates: [ ] to [ ] grams per day

Fats: [ ] to [ ] grams per day

Sodium: [ ] mg per day

Fiber: [ ] to [ ] grams per day

Calculate your results.

Calorie Needs Calculator

Select Gender:  Female  Male

Current Weight: 150 lbs

Activity Level: Lightly Active

Calculate Reset

**Nutritional Needs**

Daily Calorie Limit: 1823

Protein: 66 to 91 grams per day

Carbohydrates: 228 to 273 grams per day

Fats: 61 to 75 grams per day

Sodium: 1300 mg per day

Fiber: 25 to 35 grams per day

\*\*If you would like to print out your results, you will need to click on the print icon on the bottom right hand corner of the calorie counter. This will bring you into a new page. Enter your information again, and print out your results.

## Body Mass Index

Enter your height (in inches) and weight.

BMI Calculator

Height: 68 inch

Weight: 150 pound

Calculate

Click on the orange button to get results.

## Welligent

The Welligent system is your online payroll and service documentation. Please refer to the TES Welligent manual for detailed instructions. For assistance with Welligent, please use the Help Desk ticketing system (Instructions below on Page 8).

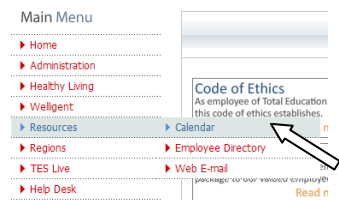
## Resources

This section contains the company calendar, employee directory and your TES Email account.

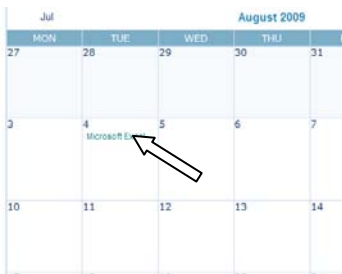
### Calendar

Register for upcoming trainings or benefits orientations. You can also use the calendar to view upcoming company events.

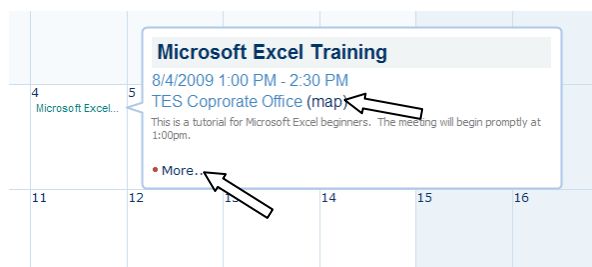
Step 1. Go to Resources and select Calendar.



Step 2. Select the event you would like to register for (a pop up will appear).



Step 3. Click on “More” to get into the event or “Map” to view the location of the meeting.



Step 4. Click on "Register" to RSVP for this event.

**AUG 4** 8/4/2009 1:00 PM - 2:30 PM **Microsoft Excel Training**  
625 Fair Oaks Ave., South Pasadena, CA 91030 (map)  
This is a tutorial for Microsoft Excel beginners. The meeting will begin promptly at 1:00pm.

[Register](#) [Export To Desktop](#) [Return](#)

Step 5. Verify your information and select "Register".

Attendee Information

First Name:

Last Name:

Email:

Phone:

Fax:

Company:

Address:

Comments:

Remember this attendee [Add Another Attendee](#)

[Return](#) [Register](#)

## Employee Directory

Search for any TES Employee to obtain their email address or direct phone number.

Go to Resources and select Employee Directory.

Administration  
Healthy Living  
Welligent  
Resources  
Regions  
TES Live

Calendar  
Employee Directory  
Web E-mail

Code of Ethics  
As employee of Total Education  
this code of ethics establishes.

You can search by name, title and department.

Employee Directory

Search:  Department  Records per page:

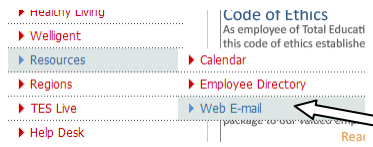
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	Name	Title	Email	Telephone
Select	Staci Hazlett	Director of Human Resources	shazlett@tesidea.com	1005
Select	Nora Baltazar	Human Resources Specialist	nbaltazar@tesidea.com	1003
Select	Anissa Pereira	Benefits Specialist	apereira@tesidea.com	1010
Select	Ellie Maholm	HR Specialist/Recruiter	emaholm@tesidea.com	5312

# Web Email

Retrieve your emails and contact your supervisor, colleagues and clients.

Go to Resources and select Web Email.



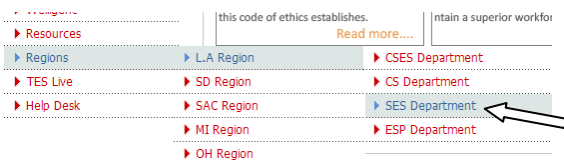
Enter your network account information (ex. John Doe = jdoe) and click Log On.



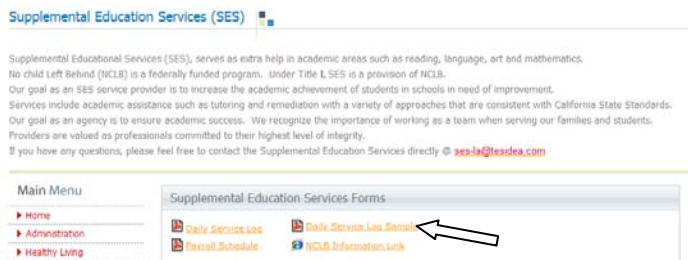
## Regions

Download forms you use in the field for immediate printing or other forms unique to your department. Each department has a brief description of its services and overall vision.

Go to Regions, select your region and department.



To access forms, click on the form you would like to use to begin downloading.



Some forms may take up to two minutes to complete, depending on your internet speed. Do not navigate away from this page as your download will terminate. You may not see your download taking place, so please be patient.



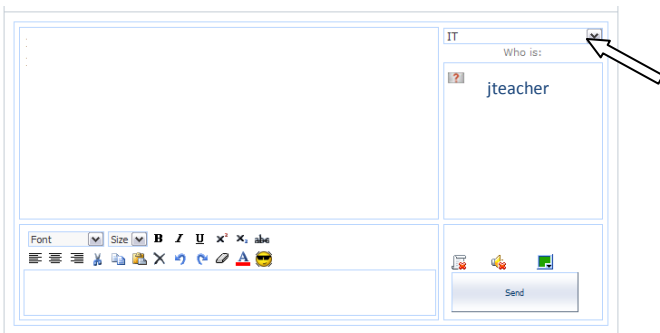
An updated version of TES Live is in development. The new version will be available soon.

## Chat

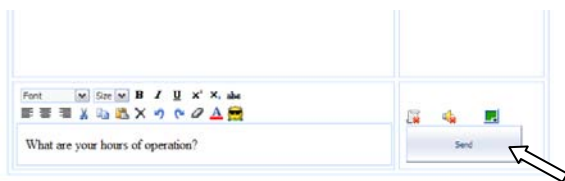
Go to TES Live and select Chat.



Select the chat room you would like to access.



Type your question or comment and click Send.



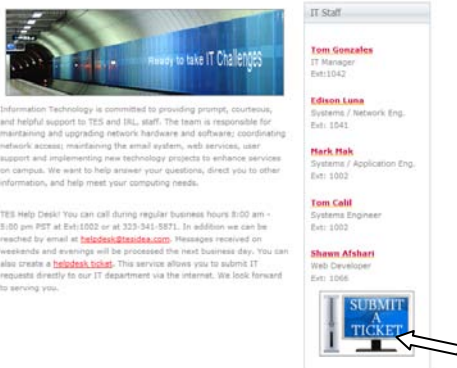
\*\*Issues related to your TES Email account, Welligent or problems with the TESCentral.com site should be logged into the Help Desk ticketing system for immediate assistance (see Help Desk on Page 8)

Contact the IT Help desk or submit a service ticket for technology or facilities.

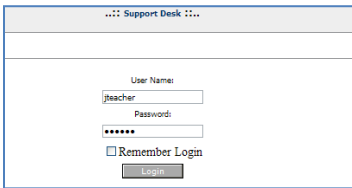
Go to Help Desk and select the option you need assistance for.



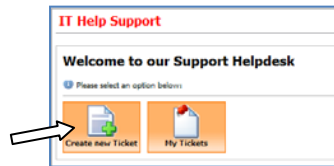
Click on Submit A Ticket.



Log in to the ticketing system with your network account (ex. John Doe = jdoe).



Click on Create a ticket.



Select your company, enter a summary of your issue, give a detailed description of the problem you are having (include a phone number to contact you), select a category and Save the ticket.

