

# **Bexar County IT News**

May 2013



# Free Salary Statements for County Employees

Do you need a copy of your salary statement so that you can apply for a home loan or buy a new car or rent an apartment? Would you like to be able to just go on line and get it? You can! For all regular, full-time Bexar County employees who work in a department/office where Employee Self Service (ESS) has been implemented, it is a simple, easy process. And actually, salary statements are available from as far back as 2003!



Here is how to retrieve your Salary Statement:

Logon to your ESS account.

- \* Click on the "Benefits and Payment" tab.
- \* Hit the link called "Salary Statement".

Your most current salary statement will appear. From here you can save it to a hard



drive, print out a hard copy or e-mail it directly to another location.

If you would like more information and/or assistance, contact the CHRIS Helpdesk by email at <a href="mailto:CHRISHelp@bexar.org">CHRISHelp@bexar.org</a> or by phone at 335-2474.

# e-Truancy for Bexar County School Districts

BCIT & AMCAD have teamed up with School Districts within Bexar County to launch an e-Truancy pilot program. e-Truancy is a webbased electronic filing system that provides an opportunity for School District Administrators to efficiently upload and electronically file truancy court documents with Bexar County Justice of the Peace (JP) Courts via the Internet. Currently, truancy data is manually entered at the school, paper work is then driven to the appropriate JP court, where JP

staff then manually re-enters the same exact data into AiCMS (the court's case management system). e-Truancy improves the existing filing process by providing an electronic means for remote users at the School Districts to file truancy cases the courts, to eliminating wasted time & money driving paperwork and manually re-typing data. Filers can access the eTruancy website from any location and file truancy cases to all Bexar County JP courts 24/7.

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# Section 508/ADA Compliance for Web Sites

When it comes to designing and deploying a new website, there are many elements to consider such as usability, aesthetic design, and content. One of the most important considerations for government websites such as Bexar.org is compliance with Section 508 of the Rehabilitation Act and other accessibility guidelines. The goal of Section 508 and other ADA compliance rules is to have websites (and other technologies) created in such a way as to be accessible to all users regardless of ability.

While it sounds simple in theory, in practice it requires a focus on the details that go into putting together a website. Content itself must meet certain guidelines, such as being written in a clear, easy to understand manner and organized appropriately in accordance

with the Plain Writing Act of 2010.



Users who have low vision or are blind

also need special consideration when it comes to design. For users with low vision, text and images should have plenty of contrast. Font choices should be legible with good readability and sized so that they are large and easy to read. For blind users, designing a website means designing with screen readers in mind. Text should be ordered logically. Images need alternate text that describes the image accu-

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# **BCIT Management Team Welcomes Michael Lopez**



Michael Lopez is the new Applications Development Manager for Bexar County Information Technology. Prior to joining Bexar County, Michael worked at USAA as a Lead Software Engineer for the Enterprise Systems Division where he supported

15,000 internal customers and a member base of over 6 million. Michael has over 23 years of Information Technology experience. Before moving to San Antonio, Michael worked as an IT Manager for Public Service Company of New Mexico, Blue Cross and Blue Shield of New Mexico, the El Paso City Tax Office, El Paso County's City/County Consolidated IT Department, and the El Paso Electric Co. Michael holds a Bachelors of Science Degree in Com-

puter Information Systems from Park University in Kansas City, Missouri.

Michael is excited about his new position at Bexar County and is looking forward to helping with your IT needs, implementing time- and money-saving solutions and making a difference at Bexar County! He may be reached directly at mlopez@bexar.org.

Michael and his wife Carol are the proud parents of three children—a musical son who's a sophomore at San Antonio College, a daughter who's a freshmen honor student and Cheerleader at Clark High School, and a daughter who's a junior at the Savannah College of Art and Design. In his spare time Michael enjoys spending time with his family, watching movies, bicycling and working out. Michael and Carol are both avid SPURS fans.

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rately. Screen readers have the ability to scan webpages according to the way it is coded; using these tools to make a site easily navigable allows a blind user to navigate the site how they choose.

Deaf users also require special consideration when designing a site that relies on sound. Videos and audio recordings need to have captions/subtitles or a link to a transcript. Writing style is also important to consider here. Sign language is the primary language of a deaf user, while English or Spanish would be a secondary language. Content should be written in

such a manner that it could be understood by someone who reads it as a second language.

With careful consideration, government agencies can ensure that all of their constituents have easy access to the information they present online.

To learn more about ADA Compliance here are some resources:

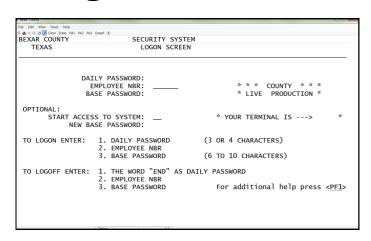
#### Plain Writing Act:

http://www.plainlanguage.gov/plLaw/
index.cfm

#### Section 508:

http://www.section508.gov/index.cfm

# **Change Your Base Password for Mainframe Access**



We have all came to the point when the system tells you that your password will expire in 3 of days, but we decide to wait until it says that your password is expired. Changing your password does not require you to call the Help Desk or the Enterprise Data Center.

- 1. Tab to EMPLOYEE NBR and type your employee number (Skip the DAILY PASSWORD)
- 2. Tab to BASE PASSWORD and type the password this is expired

- 3. Tab to NEW BASE PASSWORD and type a new password
- 4. Push enter. You will get a message that says:

#### RE-ENTER NEW PASSWORD FOR CONFIR-MATION

- Type in the new password next to NEW BASE PASSWORD
- 6. Push enter. You will get a message that says:

#### PASSWORD HAS BEEN ESTABLISHED

7. If you typed a password that is not allowed by the system you will get a message that says:

RACF: UNACCEPTABLE PASSWORD, TRY A DIFFERENT ONE

# **World Heritage Exhibit at Elizondo Tower**



The Bexar County Information Technology Print



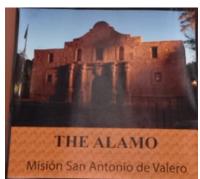
Shop is helping to spread the word about San Antonio's opportunity for its five missions to join a list of the world's most cherisher and visited sites on the planet. This designation is bestowed by the United Nations Educational, Scientific

and Cultural Organization (UNESCO) as a World Heritage Site in order to not only recognize its local significance, but to recognize its global significance as well. The County has created an exhibit proclaiming "World Heritage Week" for all to see.

The Print Shop's work can be viewed in the

main lobby of the Paul Elizondo Tower. Full color murals printed on canvas depict the five missions that comprise San Antonio's opportunity to make the World Heritage list, namely the Alamo (Mission San Antonio de Valero), Mission San Jose (Mission San José y San Juan de Aguavo), Mission San Juan (Mission San Juan de

Capistrano), Mis-Concepcion sion (Mission Nuestra Señora de la Puri-Concepción sima Acuña), de and Mission Espada (Mission San Francisco de la Espada).



The BCIT Print Shop is proud to support "World Heritage Week" in Bexar County.

#### **Helpful Phone Numbers**

#### **Helpful Links**

BEXAR COUNTY IT ...... <a href="http://bcit-priv-web1">www.bexar.org/IT</a>
TECH TRAINING ...... <a href="http://bcit-priv-web1">http://bcit-priv-web1</a>
BEXAR COUNTY PHONE . <a href="http://bcit-priv-web1/com">http://bcit-priv-web1/com</a>
BEXAR COUNTY IT NEWS <a href="https://www.bexar.org/ITnews">www.bexar.org/ITnews</a>
ESS FROM HOME ...... <a href="https://ess.chris2.bexar.org">https://ess.chris2.bexar.org</a>