RDS Employee Access Module
User Guide

This manual is designed to help you set up your Employee Access account.

Create New Account - As Employee

Create New Account - As Employee_____

The Employee will receive a letter similar to the one below. They will use the information provided in this letter to create their Employee Access account.

RDS School Corporation is very proud to welcome you to the Employee Access module. Please follow the instructions on our web site to create your user account. Below is your initial access code that will enable you to create your logon information.

Visit www.yourschool.com/employeeaccess

Employee ID: ████
Name: ███████████████████
Activation Code: 892K-JPGM-T4HG-84W6

Create New Account - As Employee, cont'd_____

The employee will navigate to the login page (provided by the school corporation), enter the "Activation Code" in their letter, & click "Create Account".

RDS employee access

Existing Users

Existing users login here. Both User Name and Password are case-sensitive.

Username _____

Password _____

[Login] I forgot my password

New Users

If you do not have a user name and password, you can use your activation code to create a new account here. If you have more than one activation code, you may enter them after you create your account.

Be sure to type your Activation Code EXACTLY as it appears.

Activation Code 892K-JPGM-T4HG-84W6

[Create Account]

The employee with then fill out the necessary information, and click "Next".

home   add an employee   account settings   logout

RDS employee access

Create an Account

To create your account, type the information below, then click Next.
NOTE: Please remember your User Name and Password. You will need them to log in on your next visit.

First Name Jenna

Last Name Vasaitis

User Name JennaVasaitis3   (8 characters or longer. Used to log in on your next visit.)

Password •••••••••   (8 characters or longer. Used to log in on your next visit)

Repeat Password •••••••••

Email Address jenna@regionaldata.com
You will be sent an email message whenever new pay information is posted.

You will be asked your Secret Question if you forget your password. (Example: What is your favorite pet's name?)

Secret Question where do you work?

Answer to Secret Question RDS

Please review our online privacy statement. You must agree to all terms and conditions before using this software.

◉ I agree ◯ I disagree

[Next >>>]

Create New Account - As Employee, cont'd_____

This page provides access to employee information and links to other features of this web site.

Click "**home**" to return to this page. Click "**add an employee**" to add another employee to your account by entering additional activation codes provided by your employer. Click "**account settings**" to view and change your account settings, such as your name, username, and password. Click "**links**" to view links to other web sites that have been posted by your employer. Click "help" to view help for the page you are viewing. Click "**logout**" to logout of this web site.
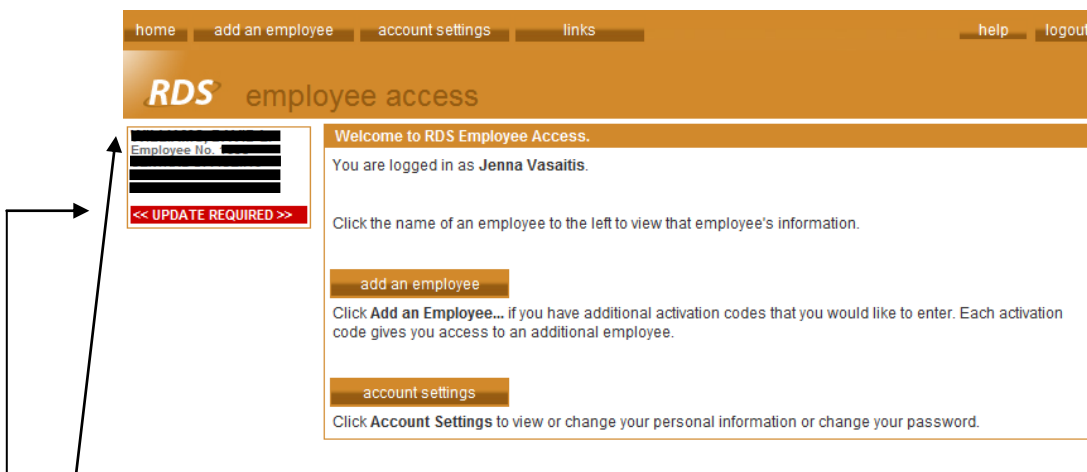
Links to employee information you can access are located in rectangles at the left of the page. Each rectangle represents one of the activation codes you have entered. Click an employee name to view details for that employee. The background color for the currently selected employee will be blue. If you have a license or certification that will soon expire, you may see a red indicator under the employee name labeled "LICENSE EXPIRING". Click this link to view licenses. If you have a contract worksheet to review, you may see a red indicator under the employee name labeled "REVIEW CONTRACT WORKSHEET". Click this link to view contract worksheets. If you have a contract to review, you may see a red indicator under the employee name labeled "REVIEW CONTRACT". Click this link to view contracts.

If your employer would like you to update some of your personal information, you will see a red indicator under the employee name labeled "UPDATE REQUIRED". If this link is visible, you will not be able to view any other information for the employee. Click this link to view and update your personal information; after you have done this, the red indicator will disappear and you will be able to view information for the employee again.

Some activation codes provide access to a group of employees. These codes are normally provided to supervisors or payroll personnel. Group-level activation codes are displayed down the left side of the page, and are identified by the word "group."

Create New Account - As Employee, cont'd_____

This page is displayed when you are required to update certain personal information in your employee record. Please read the instructions on the page, and enter the information requested. Required fields are marked with an asterisk (*). Click "Submit Information" when you are finished. You will not be able to view any other information, including your pay history, until you click Submit Information.

A popup box will confirm what you are about to do. Click "OK".
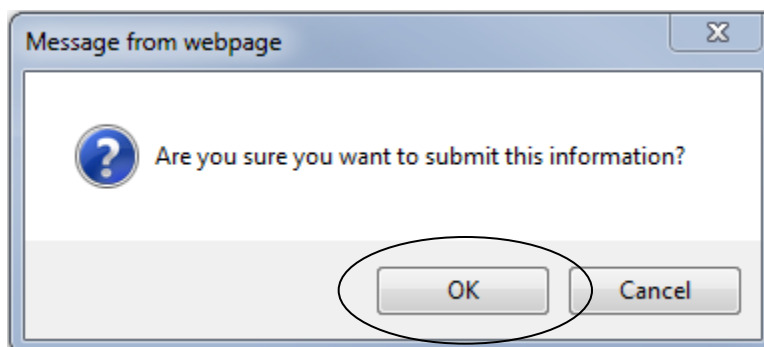
Create New Account - As Employee, cont'd

This page displays pay information (pay stubs). You can view information for one or more pay periods, and view a printable version of this page.

If the employee has a contract worksheet or contract to review or approve, they would see the links in red.

Any messages posted by your employer would appear here.

pay information	W-4	benefits	leave	contract worksheets	contract

REVIEW CONTRACT WORKSHEET
REVIEW CONTRACT

Messages
(no messages)

View Payroll Information

[View most recent]

View transactions and pay stubs

from 01/01/2011 [...] through 03/04/2011 [...] [View List] [View Detail]

Printable Version

To view pay information for specific time periods, type a beginning and ending date in the boxes provided (or use the ... buttons to select the dates from a calendar). Next, click "View List" to view transactions in a list, or click "View Detail" to view details for all transactions in the selected date range. In List view, you can click any transaction to view its details.

A detail view of your most recent pay transaction (pay stub) is automatically shown.

At any time, click "View Most Recent" for a detail view of your most recent pay transaction.

Click Printable Version to view an Acrobat (PDF) version of the information you see. The printable version can be printed, emailed, or saved.

02/04/2011 Direct Deposit

Community School Corporation
10 Archway Ave.
Serving our community for 30 years

Check Date	Check No.	Empl. No.	Name		Gross Pay	Deductions	Net Pay
02/04/2011	157265				2754.96	1110.96	1644.00

Description	Regular Hrs/Days	Regular Rate	Regular Amount	Overtime Hrs.	Overtime Rate	Overtime Amount	Total
REGULAR SALARY	0.00	0.00	1,233.56	0.00	0.00	0.00	1,233.56
REGULAR SALARY	0.00	0.00	1,233.57	0.00	0.00	0.00	1,233.57
REGULAR HOURLY-NON 403B	8.50	28.47	242.00	0.00	0.00	0.00	242.00
REGULAR SALARY	0.00	0.00	45.83	0.00	0.00	0.00	45.83

Earnings	Current	YTD	Deductions	Current	YTD
Regular Hrs/Days	8.50	21.00	HEALTH INSURANCE	140.68	422.04
Overtime Hrs	0.00	0.00	DENTAL	31.23	120.95
Regular Amount	2,754.96	8,136.76	AM FID CANCER 125	33.85	101.55
Overtime Amount	0.00	0.00	SUPPL LIFE	1.27	3.81
Gross Pay	2,754.96	8,136.76	CREDIT UNION	85.00	255.00
Net Pay	1,644.00	4,834.41	DIRECT DEPOSIT PARTIAL	50.00	150.00
			FEDERAL TAX	399.72	1,160.32

Leave Taken	Current	YTD	Balance			
SICK	0.00	0.00	180.00	STATE TAX (IN)	84.54	248.33
FAMILY ILL	0.00	0.00	0.00	COUNTY TAX	77.82	228.61
PERSONAL	0.00	3.00	0.00	403B	62.82	188.46
VACATION	0.00	11.00	9.00	FICA	107.07	314.65
UNPAID	0.00	0.00	0.00	MEDICARE	36.96	108.63
COMP	0.00	0.00	0.00			
FMLA	0.00	0.00	0.00			

Create New Account - As Employee, cont'd_____

W-4 information

This page displays the current Federal, State, and County W-4 information currently on file for the employee. If you need to update any W-4 information, contact your employer.

pay information	W-4	benefits	leave	contract worksheets	contract

Federal Information	
Marital Status	Single
Exemptions	1
Tax Method	Normal Federal tax
State Information	
State	INDIANA
Marital Status	Single
Exemptions	0
Tax Method	Normal State tax
County Information	
County	■■■■■■
Tax Method	Normal County tax

Benefits and Pension

This page displays a list of the employee's benefits & pension, if any. The amount paid by the employer and employee, the time period in which payments are collected, and the year-to-date values are also shown.

pay information	W-4	benefits	leave	contract worksheets	contract

Benefit	Employer Payment		Employer YTD	Employee Payment		Employee YTD
F MED/MAINT LOW	562.72	Semi-Monthly	1,688.16	140.68	Semi-Monthly	422.04
F DENTAL/MAINTENANCE	19.90	Semi-Monthly	59.70	31.23	Semi-Monthly	93.69
E+1 VIS/MAINTENANCE	10.59	Semi-Monthly	31.77	0.00		0.00
CORP LIFE/MAINTENANC	2.55	Semi-Monthly	7.65	0.00		0.00
LTD/MAINTENANCE	9.38	Semi-Monthly	28.14	0.00	Semi-Monthly	0.00
403B MATCH	62.82	Semi-Monthly	188.46	62.82	Semi-Monthly	188.46

Pension	Employer Payment (most recent)	Employer YTD	Employee Paid By Employer (most recent)	Employee Paid By Employer YTD	Employee Payment (most recent)	Employee YTD
PERF	220.40	650.95	82.65	244.11	0.00	0.00

Create New Account - As Employee, cont'd_____

leave balances

This page displays the employee's current leave balances. Balances shown are the amount of each type of leave available to the employee, and the amount of leave used this year (Year to Date or YTD). Note that this page is optional, and in some cases may not be available to employees.

pay information	W-4	benefits	leave	contract worksheets	contract

Leave balances as of 3/7/2011

Leave Type	Used YTD	Balance
SICK	0.00	180.00
FAMILY ILL	0.00	0.00
PERSONAL	3.00	0.00
VACATION	11.00	9.00
UNPAID	0.00	--
COMP	0.00	0.00
FMLA	0.00	0.00

licenses

This page displays the employee's current licenses and certifications, if any. If you have a license or certification that will soon expire, you may see a red indicator reminding you that the license or certification should be renewed. If you do not have any licenses, you will not see this page.

pay information	W-4 information	benefits	leave balances	licenses	contracts

License Number	Description	Issued	Expires	
	Basis: RULE 46-47 **Endorsement(s):** MAJOR; MUSIC, CHORAL K-12 MAJOR; MUSIC, CHORAL K-12	07/15/10	07/15/15	

Contract Worksheets

This page displays the employee's current contract worksheets, if any. You may be provided with the option to approve or decline each contract worksheet.

A list of your current contract worksheets will be displayed. Contracts that include extra duties are listed as a contract package; to view a list of components of the package, click the "+ details" button next to the contract; to hide the list of components after you have viewed them, click the "- details" button.

	Contract Date	Contract Type		
pay information	W-4	benefits	leave	contract worksheets	contract

Please review your contract worksheet.

	Contract Date	Contract Type		
- details	8/17/10- 6/02/11	Regular Teacher + Extra Duties	approve package	decline package
		HS Boys Basketball Frosh Coach	approve	decline

You may be given the option to approve contracts. If this feature is enabled, you will see "approve" and "decline" links next to each contract. To approve a contract, click "approve." Contracts that are part of a package can be approved separately, or all at once if you click "approve" next to the name of the package. "Decline" links function in the same way as "approve" links, except that when you click "decline," you are presented with a text box in which you can type a reason for declining the contract. At that time, click "OK" to save your explanation and decline the contract, or click "Cancel" to continue without saving the explanation or declining the contract.

If you have approved or declined a contract worksheet using Employee Access, you will see an indicator next to the contract. This lists the status ("approved" or "declined"), and the date on which the contract worksheet was approved or declined. For declined contract worksheets, the explanation you typed while declining the contract worksheet will appear on a second line under the contract type.

You also have the ability to click the hyperlink under "Contract Type" to view the detailed contract worksheet.

219-661-3200
www.regionaldata.com

Contract

This page displays the employee's current contract, if any; and may display contracts from previous years.

If you have a contract that you have not reviewed, you will see a red link to the Contract page that says "REVIEW CONTRACT" under your name. Click this link to review and approve or decline the contract. If you have already approved or declined the contract, the date and time the contract was approved or declined is displayed, along with a link to the contract. Click this link to view an Acrobat (PDF) version of the contract.

You may also see a list of contracts from previous years. Click a link to view an Acrobat (PDF) version of the contract.