



# RTSD

## Employee

### Access Center

# Employee Guide

Employee Access Center is a Web browser application that allows employees to view their employee records via a Web browser and potentially update information.

This document will highlight the windows that an employee may be able to view based upon decisions made by the RTSD administration.

The Web address for Radnor Township School District is [www.rtsd.org](http://www.rtsd.org). Go to **Staff Resources** and select **Employee Access Center** from the drop-down menu.

The screenshot shows the homepage of the Radnor Township School District. At the top left is the district logo and a search bar labeled 'Select a School...'. The main header features the district name 'Radnor Township School District' and icons for 'DIRECTORY' and 'E-MINDERS'. A navigation menu includes 'Home', 'Community', 'Our District', 'Parent Resources', 'Staff Resources', and 'Calendar'. A red arrow points to 'Staff Resources'. Below the menu is a banner with a woman on a phone and text: 'Of course we listened! E-minders are now easier than ever. Check out our new look... it will be a snap to access school, PTO and district news from your e-minder... A whole new world of info at your fingertips! Take a look: [www.rtsd.org/eminders](http://www.rtsd.org/eminders)'. To the right is an 'Announcements' section with a 'Proposed Preliminary Budget...' notice. A 'Quick Links' button is at the bottom left.

The screenshot shows the 'Employee Access Center' page. The header is identical to the homepage. The main content area has a title 'Employee Access Center' and a 'Welcome' message. A woman is shown pointing at a chalkboard with math problems. The text reads: 'Welcome to the RTSD Employee Access Center. The EAC is a Web browser application that allows RTSD employees to view their paychecks, W2s and other employee records. Although there is contact information within EAC for specific employee questions, if you have difficulties accessing EAC or have general questions, please contact the business office at 610-688-8100 x6047 or by [e-mail](mailto:). Click [here](#) to access EAC.' A red arrow points to the 'here' link. Below this is a 'Note' about login requirements. At the bottom, two red arrows point to the links 'RTSD EAC FAQs' and 'RTSD EAC Guide'. A 'Welcome' box is on the left side of the page.

## Employee Login Window

User ID:

Password:

Login

**Forgot your Password?**

User ID is your Employee ID Number (at the top of your paycheck)

Password is your Social Security number without punctuation

The employee can click on **Forgot your Password?** if they have changed their password from their Social Security number and forgotten it. An email will be sent containing their password.

Each window of the Employee Access Center will display the **Home, Tasks, Help, Update Account** and **Logout** links at the top of the screen.

When accessed the **Home** and **Tasks** link will display the available screens.

The **Help** link will display information about the page currently displayed.

The **Update Account** link allows the employee to change their password at any time.

The **Logout** link will exit the employee from the Employee Access Center. You must **logout** at the end of your session. Failure to do so may allow another to view your information.

**Time Out:** The session is designed to time out after 15 minutes of inactivity. If that occurs, the employee can click on the **OK** button to renew their session. If the employee does not renew their session in a timely manner, they will be told the session has expired and be asked to log in again.

## Employee Demographic Information

Please contact the Human Resources Department (610-688-8100 x6049) to report inaccuracies

### Demographic Information

|                    |  |                       |  |
|--------------------|--|-----------------------|--|
| Employee ID        | 9999   | Release Information   | No   |
| First Name         | MARY   | Phone Number          | 610-555-1212   |
| Last Name          | JONES  | Work Phone            | 610-888-1212   |
| Previous Name      |  | Work Email            | <a href="mailto:mary.jones@rtds.org">mary.jones@rtds.org</a> |
| Address 1:         | 123 ANY STREET                                       | SSN:                  | 123-45-6789  |
| Address 2:         |  | Birth Date:           | 8/25/1955  |
| City:              | WEST CHESTER   | Hire Date:            | 1/1/2005   |
| State:             | PA   | Department:           | RTSD   |
| Zip:               | 19382  | Check Location:       | 60A1   |
| Personal Email:    | <a href="mailto:mary999@aol.com">mary999@aol.com</a> | Personal Cell Phone:  | 610-444-1212   |
| Other Phone:       |  | Emergency Cell Phone: |  |
| Years in District: | 5  | Years in State:       | 0  |
| Emergency Contact: | JOSEPH JONES   | Emergency Home Phone: | 484-666-1212   |
| Physician:         |  | Physician Phone:      |  |
| Spouse:            |  | Spouse Phone:         |  |

**Employees will see the information contained in their employee record.**

## Paycheck Information

Please click on check number to see detail

### Payroll Check Information

| Check Number | Check Date | Pay Type       | Manual/Void | Net Pay |
|--------------|------------|----------------|-------------|---------|
| <u>V258</u>  | 10/30/2009 | Direct Deposit |             | \$0.00  |
| <u>V226</u>  | 10/15/2009 | Direct Deposit |             | \$0.00  |
| <u>V210</u>  | 10/02/2009 | Direct Deposit |             | \$0.00  |

Net pay value for direct deposit checks shows the net pay after the direct deposit deduction(s), which can be zero.

Click on a check number to display the check detail. It will display in PDF format, which can be printed. We ask that you **do not** print this information at work.

## Salary and Benefit Information

Information is accurate as of last payroll calculation.

### Salary Statement:

| Job Class | Position | Rate | Annual Salary |
|-----------|----------|------|---------------|
|-----------|----------|------|---------------|

Total Salary:

Paid Year To Date:

### Benefits Statement:

| Deduction | Employer Paid Annual | Employer Year To Date | Employee Year To Date |
|-----------|----------------------|-----------------------|-----------------------|
|-----------|----------------------|-----------------------|-----------------------|

Total Benefit Cost:

Total Employee Compensation:

Benefits as a Percentage of Earnings:

**The percent shown above comes from comparing your Employer Paid Annual Total Benefit Costs to your Annual Salary as shown under Salary Statement.**

**This window is informational only. An Employee Compensation pie chart is also displayed.**

**The pie chart shows your total compensation package, which includes your salary AND employer paid benefits.**

# Leave Information Window

Leave is accurate to last payrun

## Leave Calendar

[Leave Banks](#) | [Leave Requests](#)

| July 2009 |    |    |    |    |    |    | August 2009 |    |    |    |    |    |    | September 2009 |    |    |    |    |    |    | October 2009 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  | S           | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |             |    |    |    |    | 1  |    |                | 1  | 2  | 3  | 4  | 5  |    |              |    |    | 1  | 2  | 3  |    |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 | 2           | 3  | 4  | 5  | 6  | 7  | 8  | 6              | 7  | 8  | 9  | 10 | 11 | 12 | 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 | 9           | 10 | 11 | 12 | 13 | 14 | 15 | 13             | 14 | 15 | 16 | 17 | 18 | 19 | 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 | 16          | 17 | 18 | 19 | 20 | 21 | 22 | 20             | 21 | 22 | 23 | 24 | 25 | 26 | 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 26        | 27 | 28 | 29 | 30 | 31 |    | 23          | 24 | 25 | 26 | 27 | 28 | 29 | 27             | 28 | 29 | 30 |    |    |    | 25           | 26 | 27 | 28 | 29 | 30 | 31 |
|           |    |    |    |    |    |    | 30          | 31 |    |    |    |    |    |                |    |    |    |    |    |    |              |    |    |    |    |    |    |


  

| November 2009 |    |    |    |    |    |    | December 2009 |    |    |    |    |    |    | January 2010 |    |    |    |    |    |    | February 2010 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |               |    | 1  | 2  | 3  | 4  | 5  |              |    |    |    |    | 1  | 2  |               | 1  | 2  | 3  | 4  | 5  | 6  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 | 6             | 7  | 8  | 9  | 10 | 11 | 12 | 3            | 4  | 5  | 6  | 7  | 8  | 9  | 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 | 13            | 14 | 15 | 16 | 17 | 18 | 19 | 10           | 11 | 12 | 13 | 14 | 15 | 16 | 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 | 20            | 21 | 22 | 23 | 24 | 25 | 26 | 17           | 18 | 19 | 20 | 21 | 22 | 23 | 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 29            | 30 |    |    |    |    |    | 27            | 28 | 29 | 30 | 31 |    |    | 24           | 25 | 26 | 27 | 28 | 29 | 30 | 28            |    |    |    |    |    |    |
|               |    |    |    |    |    |    |               |    |    |    |    |    |    | 31           |    |    |    |    |    |    |               |    |    |    |    |    |    |

| March 2010 |    |    |    |    |    |    | April 2010 |    |    |    |    |    |    | May 2010 |    |    |    |    |    |    | June 2010 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  | S          | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |            |    |    |    | 1  | 2  | 3  |          |    |    |    |    |    | 1  |           |    | 1  | 2  | 3  | 4  | 5  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 | 4          | 5  | 6  | 7  | 8  | 9  | 10 | 2        | 3  | 4  | 5  | 6  | 7  | 8  | 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 | 11         | 12 | 13 | 14 | 15 | 16 | 17 | 9        | 10 | 11 | 12 | 13 | 14 | 15 | 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 | 18         | 19 | 20 | 21 | 22 | 23 | 24 | 16       | 17 | 18 | 19 | 20 | 21 | 22 | 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 28         | 29 | 30 | 31 |    |    |    | 25         | 26 | 27 | 28 | 29 | 30 |    | 23       | 24 | 25 | 26 | 27 | 28 | 29 | 27        | 28 | 29 | 30 |    |    |    |
|            |    |    |    |    |    |    |            |    |    |    |    |    |    | 30       | 31 |    |    |    |    |    |           |    |    |    |    |    |    |

|  |              |
|--|--------------|
|  | WORK DAY     |
|  | NON WORK DAY |
|  | WEEKEND DAY  |
|  | VAC ADMIN I  |

View History Leave:  

Click on the drop-down menu by **View Leave History** to change to previous year(s).

## Leave Information Window

Click on an **absence day** to open a new window with the details of that absence.

Leave is accurate to last payrun

### Leave Calendar

[Leave Banks](#) | [Leave Requests](#)

#### Leave Detail for 10/2/2009

| Description       | From      | To        | Days   | Posted | Remarks |
|-------------------|-----------|-----------|--------|--------|---------|
| VACATION - SALARY | 10/2/2009 | 10/2/2009 | 1.0000 | Y      |         |

| July 2009 |    |    |    |    |    |    | August 2009 |    |    |    |    |    |    | September 2009 |    |    |    |    |    |    | October 2009 |    |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  | S           | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  |    |
|           |    |    | 1  | 2  | 3  | 4  |             |    |    |    |    | 1  | 6  | 7              | 8  | 9  | 10 | 11 | 12 |    |              |    |    | 1  | 2  |    |    |    |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 | 2           | 3  | 4  | 5  | 6  | 7  | 8  | 13             | 14 | 15 | 16 | 17 | 18 | 19 | 4            | 5  | 6  | 7  | 8  | 9  | 10 |    |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 | 9           | 10 | 11 | 12 | 13 | 14 | 15 | 20             | 21 | 22 | 23 | 24 | 25 | 26 | 11           | 12 | 13 | 14 | 15 | 16 | 17 |    |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 | 16          | 17 | 18 | 19 | 20 | 21 | 22 | 27             | 28 | 29 | 30 |    |    |    | 18           | 19 | 20 | 21 | 22 | 23 | 24 |    |
| 26        | 27 | 28 | 29 | 30 | 31 |    | 23          | 24 | 25 | 26 | 27 | 28 | 29 |                |    |    |    |    |    |    |              | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|           |    |    |    |    |    |    | 30          | 31 |    |    |    |    |    |                |    |    |    |    |    |    |              |    |    |    |    |    |    |    |

| November 2009 |    |    |    |    |    |    | December 2009 |    |    |    |    |    |    | January 2010 |    |    |    |    |    |    | February 2010 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |               |    | 1  | 2  | 3  | 4  | 5  |              |    |    |    |    | 1  | 2  |               | 1  | 2  | 3  | 4  | 5  | 6  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 | 6             | 7  | 8  | 9  | 10 | 11 | 12 | 3            | 4  | 5  | 6  | 7  | 8  | 9  | 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 | 13            | 14 | 15 | 16 | 17 | 18 | 19 | 10           | 11 | 12 | 13 | 14 | 15 | 16 | 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 | 20            | 21 | 22 | 23 | 24 | 25 | 26 | 17           | 18 | 19 | 20 | 21 | 22 | 23 | 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 29            | 30 |    |    |    |    |    | 27            | 28 | 29 | 30 | 31 |    |    | 24           | 25 | 26 | 27 | 28 | 29 | 30 | 28            |    |    |    |    |    |    |
|               |    |    |    |    |    |    |               |    |    |    |    |    |    | 31           |    |    |    |    |    |    |               |    |    |    |    |    |    |

| March 2010 |    |    |    |    |    |    | April 2010 |    |    |    |    |    |    | May 2010 |    |    |    |    |    |    | June 2010 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  | S          | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |            |    |    |    | 1  | 2  | 3  |          |    |    |    |    |    | 1  |           | 1  | 2  | 3  | 4  | 5  |    |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 | 4          | 5  | 6  | 7  | 8  | 9  | 10 | 2        | 3  | 4  | 5  | 6  | 7  | 8  | 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 | 11         | 12 | 13 | 14 | 15 | 16 | 17 | 9        | 10 | 11 | 12 | 13 | 14 | 15 | 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 | 18         | 19 | 20 | 21 | 22 | 23 | 24 | 16       | 17 | 18 | 19 | 20 | 21 | 22 | 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 28         | 29 | 30 | 31 |    |    |    | 25         | 26 | 27 | 28 | 29 | 30 |    | 23       | 24 | 25 | 26 | 27 | 28 | 29 | 27        | 28 | 29 | 30 |    |    |    |
|            |    |    |    |    |    |    |            |    |    |    |    |    |    | 30       | 31 |    |    |    |    |    |           |    |    |    |    |    |    |

## Leave Information Window

Click on **Leave Banks** to display leave detail

Leave is accurate to last payrun

Leave Calendar

[Leave Banks | Leave Requests](#)

| July 2009 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

| August 2009 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| September 2009 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

| October 2009 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| November 2009 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| December 2009 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 | 31 |    |

| January 2010 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| February 2010 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

| March 2010 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| April 2010 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| May 2010 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| June 2010 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  |    |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

|  |              |
|--|--------------|
|  | WORK DAY     |
|  | NON WORK DAY |
|  | WEEKEND DAY  |
|  | VAC ADMIN I  |

Leave is accurate to last payroll calculation.

Leave Banks

[Leave Calendar](#) | [Leave Requests](#)

| Code - Title              | Unit of Leave | Taken YTD | Earned YTD | Balance | Show Leave Detail |
|---------------------------|---------------|-----------|------------|---------|-------------------|
| 100 - SICK 12 MO FT       | Days          | 0.0000    | 12.0000    | 56.5000 | ⌵                 |
| 200 - VAC ADMIN I         | Days          | 6.2500    | 23.0000    | 16.7500 | ⌵                 |
| 330 - PRSNL ADMIN I       | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |
| 400 - WORKERS' COMP       | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |
| 500 - BEREAVEMENT         | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |
| 600 - SCHOOL BUSINESS     | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |
| 700 - RELIGIOUS HOLIDAY   | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |
| 800 - JURY DUTY/MILITARY  | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |
| 900 - UNPAID/UNAUTHORIZED | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |

## Leave Information Window

Click on **Show Leave Detail** to display the attendance detail records.

Leave is accurate to last payroll calculation.

| Leave Banks   |               |           |            |         |                   |
|---|---------------|-----------|------------|---------|-------------------|
| <a href="#">Leave Calendar</a>   <a href="#">Leave Requests</a> |               |           |            |         |                   |
| Code - Title  | Unit of Leave | Taken YTD | Earned YTD | Balance | Show Leave Detail |
| 100 - SICK 12 MO FT   | Days          | 0.0000    | 12.0000    | 56.5000 | ⌵                 |
| 200 - VAC ADMIN I   | Days          | 6.2500    | 23.0000    | 16.7500 | ⌵                 |
| 330 - PRSNL ADMIN I   | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |
| 400 - WORKERS' COMP   | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |
| 500 - BEREAVEMENT   | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |
| 600 - SCHOOL BUSINESS   | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |
| 700 - RELIGIOUS HOLIDAY   | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |
| 800 - JURY DUTY/MILITARY  | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |
| 900 - UNPAID/UNAUTHORIZED                                       | Days          | 0.0000    | 0.0000     | 0.0000  | ⌵                 |

Leave is accurate to last payroll calculation.

| Leave Banks   |               |            |              |               |                   |  |
|---|---------------|------------|--------------|---------------|-------------------|--|
| <a href="#">Leave Calendar</a>   <a href="#">Leave Requests</a> |               |            |              |               |                   |  |
| Code - Title  | Unit of Leave | Taken YTD  | Earned YTD   | Balance       | Show Leave Detail |  |
| 100 - SICK 12 MO FT   | Days          | 0.0000     | 12.0000      | 56.5000       | ⌵                 |  |
| <b>Description</b>  | <b>From</b>   | <b>To</b>  | <b>Hours</b> | <b>Posted</b> | <b>Remarks</b>    |  |
| SICK LEAVE - SALARY   | 09/29/2008    | 09/29/2008 | 1.0000       | P             |                   |  |
| SICK LEAVE - SALARY   | 02/24/2009    | 02/27/2009 | 3.5000       | P             | HALF DAY ON 2.24  |  |
| SICK LEAVE - SALARY   | 05/20/2009    | 05/20/2009 | 1.0000       | P             |                   |  |
| 200 - VAC ADMIN I   | Days          | 6.2500     | 23.0000      | 16.7500       | ⌵                 |  |
| 330 - PRSNL ADMIN I   | Days          | 0.0000     | 0.0000       | 0.0000        | ⌵                 |  |
| 400 - WORKERS' COMP   | Days          | 0.0000     | 0.0000       | 0.0000        | ⌵                 |  |
| 500 - BEREAVEMENT   | Days          | 0.0000     | 0.0000       | 0.0000        | ⌵                 |  |
| 600 - SCHOOL BUSINESS   | Days          | 0.0000     | 0.0000       | 0.0000        | ⌵                 |  |
| 700 - RELIGIOUS HOLIDAY   | Days          | 0.0000     | 0.0000       | 0.0000        | ⌵                 |  |
| 800 - JURY DUTY/MILITARY  | Days          | 0.0000     | 0.0000       | 0.0000        | ⌵                 |  |
| 900 - UNPAID/UNAUTHORIZED                                       | Days          | 0.0000     | 0.0000       | 0.0000        | ⌵                 |  |

## Print W2s Window

Select year to print W2

Print W2's

### Available Years

[2007](#)

[2008](#)



**Note:** A PDF document viewer is required to view W2 forms.

## Tax Information Window

Please fill out corresponding forms with your change.

### Tax Information

#### Federal

|                                 |  |                                |      |
|---------------------------------|--|--------------------------------|------|
| <b>Exempt:</b>                  | No   | <b>No. of Exemptions:</b>      | 0    |
| <b>Filing Status:</b>           | S  | <b>Additional Withholding:</b> | 0.00 |
| <b>Instructions:</b>            | Please fill out the Federal tax form and return to Human Resources office. |                                |      |
| <a href="#">Additional Info</a> |  |                                |      |

#### State

|                       |  |                                |      |
|-----------------------|--|--------------------------------|------|
| <b>Exempt:</b>        | No   | <b>No. of Exemptions:</b>      | 0    |
| <b>Filing Status:</b> | S  | <b>Additional Withholding:</b> | 0.00 |
| <b>State:</b>         | PA   |                                |      |
| <b>Instructions:</b>  | Please fill out the State tax form and return to Human Resources office. |                                |      |

#### Local

|                       |  |                                |      |
|-----------------------|--|--------------------------------|------|
| <b>Exempt:</b>        | Yes  | <b>No. of Exemptions:</b>      | 0    |
| <b>Filing Status:</b> |  | <b>Additional Withholding:</b> | 0.00 |
| <b>Locality:</b>      |  |                                |      |
| <b>Instructions:</b>  | Please fill out the Local tax form and return to Human Resources office. |                                |      |

## Deduction and Benefits Information

You can make changes to only certain deductions or benefits throughout the year. The rest, you can review the information about the deduction or benefit.

| Deduction Title | Status   | Employee Paid | Employee YTD | Employer Paid | Employer YTD |
|-----------------|----------|---------------|--------------|---------------|--------------|
| Deduction       | Active   | \$9.99        | \$9.99       | \$9.99        | \$9.99       |
| Deduction       | Inactive | \$0.00        | \$0.00       | \$0.00        | \$0.00       |
|                 |          |               |              |               |              |
|                 |          |               |              |               |              |
|                 |          |               |              |               |              |
|                 |          |               |              |               |              |