



Radnor Township School District

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Introducing RTSD Employee Access Center EAC FAQs

1. What is EAC (Employee Access Center)?

Electronic access to:

- a. Paycheck information
- b. W2s
- c. Taxes
- d. Personal data
- e. Benefits

This information can be accessed from computers available to you at RTSD as well as from home, your public library or anywhere else you can access the Internet. As long as you can get to the RTSD Web site, you can access EAC.

2. Why are we doing this?

- a. EAC allows you access to this information 24 hours a day, 7 days a week.
- b. Copies of paychecks or W2s are readily available to you. There is no need to call payroll and wait for a copy in the mail or to stop by to pick it up.
- c. EAC supports accuracy of personnel, absence, vacation and other information.
- d. Paper copies are eliminated or reduced, saving money and supporting the district green initiative.

3. Where are we going with this?

- a. **Paperless Paydays**
 - i. Currently those of you with **direct deposit** receive a paper voucher each payday. In the near future, the paper vouchers will be discontinued and you will be able to access your pay information online through EAC. **You will be notified before this happens.** In the meantime, you will both continue to receive a paper voucher **and** be able to view your information online.
- b. **Paperless W2s**
 - i. This year you will receive a W2 in paper format. That same information is available online through EAC. The W2 for 2010 will be paperless. You will access your W2 via the Employee Access Center. All W2s going back to 2002 will be available on EAC.

4. Home Page

- a. You will need your employee ID to log in. You can find your employee ID at the top of your pay stub.
- b. Please consider **not** changing your password at this time. If you change it and do not have an e-mail on record in the HR system, there is no way to notify you of your password. We are currently addressing this.
- c. **Time out:** EAC automatically times out after 15 minutes of inactivity. If you do not renew your session in a timely fashion (a window will appear asking you to renew), your session will expire and you will have to log in again.
- d. **Log out:** Do **not** "X" out of EAC; log out instead. If you "X" out instead of logging out, you are still logged in and someone may be able to access your personal information if you share a computer. Logging out closes your personal access.
- e. There are a variety of links in EAC. Explanations for each of the links are in the RTSD EAC guide.
 - i. Demographics
 - ii. Paycheck -
 - iii. Salary and Benefit
 - iv. Leave Information
 - v. Tax Info
 - vi. W2s

5. *Again, always log out when exiting EAC.*