

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 administration.

The web address for Radnor Township School District is: www.rtsd.org

Go to **Staff Resources** and select **Employee Access Center** from the drop down menu

The screenshot shows the website interface for Radnor Township School District. At the top, there is a navigation bar with a home icon, a "DISTRICT" dropdown menu, and a "Select a School..." dropdown. On the right, there are links for "EMAIL" and "SIGN IN". Below this is a red header banner with the district's logo on the left, the name "Radnor Township School District" in the center, and icons for "DIRECTORY" and "E-MINDERS" on the right. A search bar with a "GO" button is also present. Below the banner is a secondary navigation bar with links for "Home", "Community", "Our District", "Parent Resources", "Staff Resources", and "Calendar". The main content area is divided into two columns. The left column has a red background and contains the text "Employee Access Center" and "Welcome". The right column has a white background and a red border. It features a large heading "Employee Access Center" above a photograph of a teacher pointing at a chalkboard. To the right of the photo, there is a welcome message, a description of the EAC, contact information, and a link to access EAC with a red arrow pointing to it. A note at the bottom of this section explains the login requirements. At the very bottom of the page, there is a mission statement in italics.


DISTRICT Select a School... EMAIL / SIGN IN

Radnor Township School District DIRECTORY E-MINDERS GO

Home Community Our District Parent Resources Staff Resources Calendar

Employee Access Center
Welcome

Employee Access Center



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](#).

Click [here](#) to access EAC. 

Note: You will need your employee number and social security number to log in. Your employee number is at the top of your paycheck stub.

The mission of the Radnor Township School District is to inspire in all students the love of learning and creating, and to empower them to discover and pursue their individual passions with knowledge, confidence, and caring to shape the future.

Employee Login Window

User ID:

Password:

Forgot your Password?

User ID is your Employee ID Number

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 Recourses Department 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	mary.jones@rtds.org
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:	mary999@aol.com	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.

Salary and Benefit Information

Information is accurate as of last payroll calculation.

Salary Statement:

Job Class	Position	Rate	Annual Salary
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Total Salary:

Paid Year To Date:

Benefits Statement:

Deduction	Employer Paid Annual	Employer Year To Date	Employee Year To Date
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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						
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November 2009							December 2009							January 2010							February 2010						
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March 2010							April 2010							May 2010							June 2010						
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WORK DAY
NON WORK DAY
WEEKEND DAY
VAC ADMIN I

View History Leave: Current Calendar ▼



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	

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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							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		
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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

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					
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 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	⌵	
Description	From	To	Hours	Posted	Remarks	
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 W-2's Window

Select year to print W-2

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

Exempt:	No	No. of Exemptions:	0
Filing Status:	S	Additional Withholding:	0.00
Instructions:	Please fill out the Federal tax form and return to Human Resources office.		
Additional Info			

State

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

Local

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

Deduction and Benefits Information

You can make changes only to 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