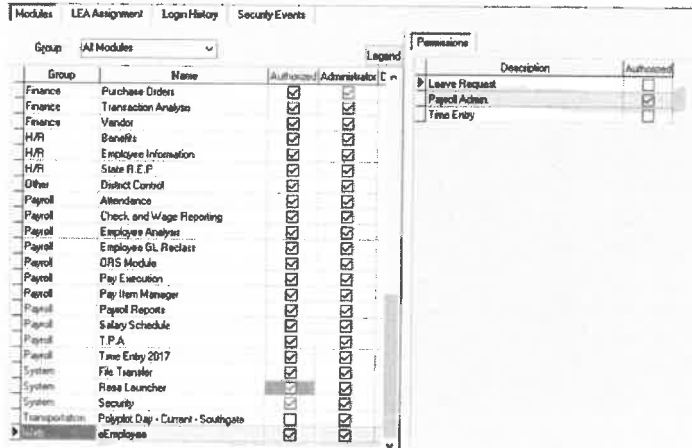


Security

The user must have access to Web - eEmployee in Security under the Modules tab. The Authorized permission gives the user access to the module. The Administrator permission gives the ability to authorize employees for the module. The Payroll Admin gives the user the ability to manage W2 and Contact notifications, and see all employees' information.



Register as First Time User

To sign on to eEmployee, you can either use your district's link on their website, the icon in SMART or log in to: <https://smart.resa.net>

Start typing your district name in the District box. Select your district from the list that comes up.

Log in.

User name

Password

District

Remember me?

Register if you haven't already.

Forgot your username?

Forgot your password?

Click on "Register if you haven't already" and the following screen will come up:

Register

Enter your birth date (MM/DD/YYYY) along with either your Employee # or last 4-digits of your SSN.

District	Test P6 - ta Copy [Jan 14]
Birth Date	<input type="text" value=""/>
SSN (Last 4 digits only)	SSN last 4
OR	
Employee #	Employee #
	<input type="button" value="Confirm"/>

Fill in your birth date and either your employee id number or the last 4 digits of your Social Security Number and click Confirm.

You will then be prompted to set a password. The Password Policy requirements for your district will be listed. After keying in your password and confirming it, click next.

Password Policy:

- Minimum Length: 6
- Special Char Count: 1
- Valid Special Characters: !#\$%^()+*-!~;<>=?@_~.0123456789

Username	schulza
New Password	<input type="password" value=""/>
Confirm password	<input type="password" value=""/>

You will be directed back to the original log in screen. Log in using your new password.

If your districts Password Policy requires a security question, you will be prompted to set one up now. Using the dropdown, select a question, fill in your answer, and then click submit. Once your security password is set up, you are fully registered.

Reset Password

From the login screen, fill in your District (start typing your district name in the District box and select your district from the list) and User ID and then click on "Forgot Your Password."

Log in.

User name

Password

District ▼

Remember me?

Register if you haven't already.

Forgot your username?

Forgot your password?

You will then be prompted to set a password. The Password Policy requirements for your district will be listed. After keying in your password and confirming it, click Reset.

Change password

Reset your password.

Password Policy:

- Minimum Length: 6
- Special Char Count: 1
- Valid Special Characters: !#\$%^()+*-/;<>=?@_~.0123456789

Username	schulza
New Password	<input type="password"/>
Confirm password	<input type="password"/>
	<input type="button" value="Reset"/>

You will be directed back to the original log in screen. Log in using your new password.

Banner

The Banner displays across all tabs. It includes employee name, employee number, current job title and State PIC number (personal identification code).

Home Tab

If there are any notifications from the district such as W-2 Selection or Emergency Contacts Verification, they will be listed in the Notifications/Messages Section. Any historical notification activity will be listed below in the Activity & Status Section. Upon logging in, if there are notifications that have not been acted upon, the system will default to the Home Page. If acted upon, the default will be the Payroll tab.

The screenshot shows the Banner Home Tab interface. At the top, there is a navigation bar with tabs: Home, Payroll, Time/Attendance, Prof Dev, Contacts, and Forms. The user's name, PEGGY LIEPA, is displayed in the top right corner. Below the navigation bar, the RESA logo is visible on the left, and the user's name, Wayne Resa, is displayed in the center. The user's information is shown below the name: Employee: LIEPA, PEGGY JEAN, Employee#: 101267, Current Job Title: BUSINESS SERVICES-BUSINESS ANALYST, and PIC. The main content area is divided into two sections: Notifications/Messages and Activity & Status.

Notifications/Messages

Notify From	Notify Subject	Notify Message	Start Date	End Date
Payroll Dept.	W-2 selection	Select how you would like to receive your W-2 (electronic or paper).	10/15/2020	12/31/2020
Payroll Dept.	Contacts Verification	Please verify contact information	10/01/2020	10/31/2020

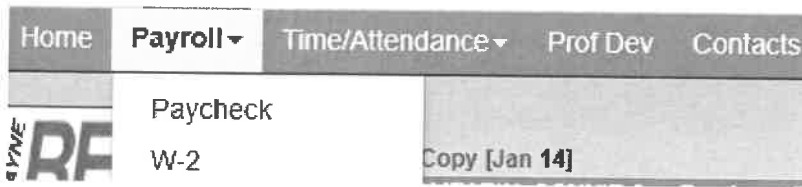
Activity & Status

Action	Status	Last Modified Date	Last Modified By	Comments
W-2 selection	Done	11/25/2019 09:32:10 AM	Liepa, Peggy Jean	Electronic Statement selected
W-2 selection	Done	11/05/2017 04:57:23 PM	Liepa, Peggy Jean	Electronic Statement selected
W-2 selection	Done	12/02/2013 10:28:01 AM	Liepa, Peggy Jean	Paper Statement selected

Navigation: 1 - 3 of 3 items

Contact Notifications with a red font require an action. Click on the link or tab to verify/update your contact information. W-2 notifications are red if a W-2 delivery option has never been selected. For employees with previous selections, the font is in black, as it is not required to make a new selection every year. However, you will continually be directed to the home page during the notification window unless you re-select your W-2 option. Once re-selected, the log in default will be the Payroll tab.

Payroll Tab



From the Payroll Tab dropdown, Paycheck and W-2 are available.

Payroll

When the Paycheck screen is chosen from the Payroll Tab dropdown, it will default to the last check date's information. To select a different Year and/or Check Date, click on the dropdowns and select the dates. To save or print the paycheck information and a copy of the voucher, click on the printer icon. Then, either print the check information or download a copy to your computer and save it.

Paycheck

Test P5 - la Copy [Jan 14]
 Employee: ALIZARIN, CONNIE C Employee#: 104101 Latest Hire Date: 08/09/2011 Current Job Title: SENIOR HIGH TEACHER
 PIC: 0000265456

Year: 2018 Check Date: 02/23/2018

Employee	Employee#	Pay Loc	Pay End Date	Contract	Contract Adjustments	Adjusted Contract	Contract Paid	Voucher #	Rate
CONNIE C ALIZARIN	104101	999	01/01/2018	\$0.00	0	\$0.00	\$0.00	372998	\$18.16

Earnings	Hours	Amount	Year to Date
TAXABLE GROSS	0.00	\$2,771.18	\$9,356.02
REGULAR PAY	0.00	\$0.00	\$7,502.95
CLASS ADVISORS	0.00	\$0.00	\$446.86
**RETIREMT GROS	0.00	\$0.00	\$35,677.52
HEALTH CASH OPT	0.00	\$0.00	\$160.00
DENTAL CASH OPT	0.00	\$0.00	\$15.00
VISION CASH OPT	0.00	\$0.00	\$5.00
3% REFUND 22%	0.00	\$2,771.18	\$2,771.18
INTEREST ON 3%	0.00	\$21.77	\$21.77
TOTAL PAY	0.00	\$2,792.95	\$10,922.76

Other Deduction	Current	Year to Date
FICA-OASDI	\$171.82	\$661.08
FEDERAL M-01	\$609.66	\$1,193.84
FICA-HI	\$40.19	\$154.61
STATE MI M-02	\$117.78	\$358.40
ORS RET HLTH	\$0.00	\$238.49
ORS MIP 7%	\$0.00	\$556.48
AXA/EQUITABLE	\$0.00	\$750.00
NET PAY	\$1,853.50	\$7,009.86

W-2

When the W-2 screen is chosen from the Payroll Tab dropdown, it will default to the most recent year's Copy B of the W-2. To select a different year or copy, use the dropdowns to make the selections. To save or print the W-2 information, click on the printer icon. Select the Tax Year and Copy to Print, enter your Social Security Number, and either print the check information or download a copy to your computer and save it.



W-2

Test P6 - ta Copy [Jan 14]

Employee: ALIZARIN, CONNIE C Employee#: 104101 Latest Hire Date: 06/09/2011 Current Job Title: SENIOR HIGH TEACHER PIC: 0000265456

Tax Year: 2018 Select Copy To Print: Copy B Federal Tax Return Please Enter your SSN: 🖨️

Employer Name: TAYLOR SCHOOL DISTRICT
 Address: 23033 NORTHLINE RD
 TAYLOR MI 48180

Time/Attendance

When Attendance is chosen from the Time/Attendance Tab, the attendance bank balances are displayed. To change the date range shown, change the beginning and ending dates and click on Go. To see detail for the banks, click on the Bank Name. The detail can be exported to Excel.

Attendance

Test P6 - ta Copy [Jan 14]
 Employee: GAMBOGE, MELVINDALE G Employee#: 101268 Latest Hire Date: 08/14/1998 Current Job Title: PT DRIVER LESS THAN 5 3/4 HR
 PIC: 0000322980

ATTENDANCE BANKS

Bank Name	Bank Balance
VACATION DAYS	0.00
<u>SICK DAYS</u>	17.73
P.B. DAYS	4.48

Click here for all details from your attendance banks

07/01/2018
06/30/2019
Go

📄 Export to Excel

Absent Date	Description	Leave Day	Start Balance	Granted/Taken	End Balance	Comments
07/01/2018	64 PB MOVED TO SICK	SUNDAY	14.73	4.00	18.73	
10/19/2018	01 PERSONAL ILLNESS	FRIDAY	18.73	-1.00	17.73	

Professional Development



When you click on the Prof Dev Tab, a list of any Professional Development keyed will be listed. Professional Development can be entered for the current school year only, but previous year's data can be viewed by changing the school year in the dropdown.

An existing record can be edited by clicking on the pencil button or deleted using the x button

School Year: 2018 - 2019

Add New PD Record

Mentor Information
(Required for Beginning Teachers)

Type	Date	Title/Activity	Purpose/Skill Addressed	Hours Engaged	New Teacher Addtl. Hours	District Assigned Category	Dist. Sponsored	
Classroom Management	01/07/2019	Classroom Management Techniques	Techniques to use in class	6 00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	 

To enter Professional Development, click the “Add New PD Record” button, fill out the template that comes up and click the check mark to save.

Edit - PD Information x

Type Please select a type.. ▾

Date

Title/Activity

Purpose/Skill Addressed

Hours Engaged

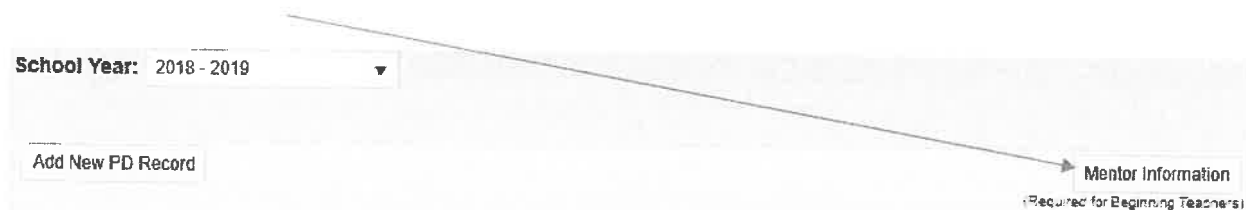
New Teacher Addtl. Hours

District Assigned Category Please select a categ... ▾

Dist. Sponsored

Note: If a new teacher (first 3 years of teaching anywhere) is keying Professional Development for REP purposes, the type must be either Classroom Management or Instructional Delivery and the “New Teacher Add'l Hours” and “District Sponsored” boxes must be checked.

Mentor Information can also be entered from this screen by clicking on the “Mentor Information” button and then the “+add new record” button.



Fill in the template that comes up and then click the check mark to save the information.

A screenshot of an 'Edit' modal window. The window has a title bar with the word 'Edit' and a close button (X). Inside the window, there are several input fields: 'Years Teaching' (text input), 'Years with District' (text input), 'School Year' (dropdown menu with '0' selected), 'First Name' (text input), 'Last Name' (text input), 'Position/Status' (text input), and 'Employer' (text input). At the bottom right of the modal, there are two buttons: a checkmark button and a cancel button (circle with X).

Mentor Information will not be displayed on the main Professional Development Screen. You must click the Mentor Information button to see the detail.