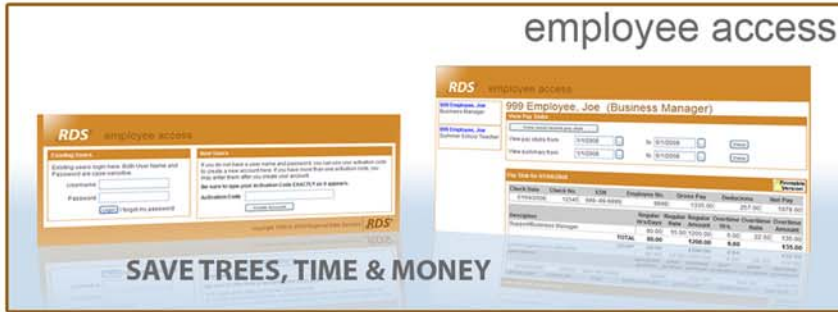


RDS Employee Access

Regional Data Services Employee Access Software provides employees access to their payroll information online. View pay stub information, W-4 Information, benefits, pension, leave, track licenses, contract worksheets and contracts with an interactive approval process. Create PDF documents for a single pay stub or by a selected date range. Employers can have messages displayed for all employees or by class, job or location. Save money by eliminating printing and delivering Direct Deposit Advices.



Features:

- Reduces phone calls to the payroll department
- If an employee forgets their password, a temporary password is emailed after they correctly answer the security question they initially created
- Specify cutoff dates for displaying payroll information
- Administrators can specify a custom logo, which is printed on pay stubs
- Administrators can choose to show or not show leave, benefits, pension, licenses, contract worksheets, and contracts to employees
- View usage by unique users by date
- User logins are created from a randomly generated activation code that is passed to the employee then the employee creates their own login
- Employees have the ability to change their own password, security question and email address
- Customized messages can be defined by date range for employees to view
- The Useful Links Page provides administrators with the ability to specify links to external documents or web sites
- Email notifications can be generated and tracked for new pay stub information

Employer Advantages:

- Reduces or eliminates the costs of printing and postage for direct deposit advices.
- Eliminates the need to look up and print previous pay stubs.
- Reads data directly from existing iSeries payroll & contract system eliminating any data exporting.
- All data is stored securely on the customer's existing iSeries.
- A simple method is provided creating login access to employees
- Employees create and maintain their own login account.
- No changes to the current payroll process are needed.
- Includes many customization options.
- Includes a messaging feature, which displays messages to: all employees, employees by location, employees by job, by custom group, or to one employee.
- Employees can view vital payroll information such as W-4, benefits, pension, leave balances, teacher licenses, contract worksheets, and contracts.
- Display an alert message for licenses that are going to expire
- Employees can review and approve contract worksheets and/or contracts. Also, a report listing the employees who have or have not approved their contract worksheets or contracts can be generated
- Email Messages can be generated from any page that creates a list of employees. These emails can be viewed and tracked in an email log
- Intuitive interface requires little or no training for employees.

Employee Advantages:

- 24-hour access to payroll information.
- Access payroll information for multiple jobs or pay classifications with one login.
- View historical payroll information, for one pay stub or totals for a date range.
- Employees can receive email notification of new pay stubs sent to the email address of their choice.
- PDF versions of all reports which can be printed, saved, or emailed

374 KAPP, ANDY

Welcome to the RDS employee access

New Payroll Information

View transactions and pay stubs

from 01/01/2009 through 09/25/2009

Printable Version

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

Check Date	Check No.	Employee No.	Name	Gross Pay	Deductions	Net Pay
08/05/2009	582908	374	KAPP, ANDY	2158.00	621.11	1507.54

Description	Regular Hrs	Regular Rate	Regular Amount	Overtime Hrs	Overtime Rate	Overtime Amount	Total
REGULAR SALARY	9.00	0.00	2,158.00	0.00	0.00	0.00	2,158.00
Earnings	Current	YTD	Deductions	Current	YTD		
Regular Hrs/Chrs	0.00	10.00	HS PD DISABILITY INSU	11.40	159.50		
Overtime Hrs	0.00	0.00	UNFID TAX	5.00	70.00		
Regular Amount	2,158.00	30,212.00	FURVGE BENEFITS	5.91	83.41		
Overtime Amount	0.00	0.00	FEDERAL TAX	190.92	2,306.32		
Gross Pay	2,158.00	30,212.00	STATE TAX (RI)	69.70	975.80		
Net Pay	1,607.54	22,372.07	403B	107.90	1,510.60		
			FICA	134.16	1,878.28		
			EMPH PD PERF	31.30	439.33		
				84.74	909.35		

Leave Taken

Leave Type	Current	YTD
SICK	0.00	1.25
FAMILY ILL	0.00	0.00
PERS BUS	0.00	0.00
VACATION	0.00	9.75
BEREAVE	0.00	0.00
PROF LV	0.00	1.00
UNPAID	0.00	0.00
COMP	0.00	0.50
FMLA	0.00	2.00

374 KAPP, ANDY

License	Employee Payment	Employee YTD	Employee Payment	Employee YTD		
COMP LEAD 21 SAL	10.78	Semi-Monthly	148.79	0.00	Semi-Monthly	3.00
LHS TERM DISABCHRG	9.71	Semi-Monthly	136.54	3.00	Semi-Monthly	3.00
403B MATCH	53.95	Semi-Monthly	993.45	107.90	Semi-Monthly	1,199.30
403B ADMIN	172.64	Semi-Monthly	1,899.04	0.00	Semi-Monthly	0.00

374 KAPP, ANDY

License Type	Used YTD	Balance
SICK	5.75	102.75
FAMILY ILL	0.00	0.00
PERS BUS	2.50	0.50
VACATION	20.25	9.75
BEREAVE	0.00	-
PROF LV	2.00	-
UNPAID	0.00	-
COMP	4.50	5.50
FMLA	3.00	1.50

374 KAPP, ANDY

Contract Date: 7/10/07-6/30/08
Contract Type: Director, Tech/Media - Extra Duties
approve package decline package
HS Strength & Condit Coach approve decline

Useful Links

The links listed below will open in a new browser window.

- Google
- Search engine
- Indiana State Web Site
- PPRF
- Public Employees Retirement Fund
- RDS Web Site
- Official web site of Regional Data Services, Inc., home of Employee Access software.

Custom Logo and Header Text

Community Schools
10 Archway Ave.
Serving our community for 30 years

Payroll Settings

Display payroll information for the current calendar year, and 1 previous year(s)

Display Calendar-Year YTD Totals for Leave

Display Leave Balances Page to Employees

Display Benefits Page to Employees

Display Licenses Page to Employees

Display Contracts Page to Employees

Enable Employee Contract Approval

Other Settings

Warn employees of license expiration: 12 months prior to expiring

Show Leave Types (maintained on the System Leave Controls screen, F14-21-11, on the iSeries):

License Type	Show Current?	Show YTD?	Show Balance?
SICK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FAMILY ILL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PERS BUS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VACATION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BEREAVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PROF LV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UNPAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COMP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FMLA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

REGULAR TEACHER'S CONTRACT

(Official Form for Teachers of Public School Corporations as Provided by the State Department of Public Safety Revised 1/11)

This Regular Contract is between _____ of _____ (School Corporation) and _____ a teacher who holds a valid _____ license issued by the Indiana State Department of Public Safety.

WITNESSES: That in consideration of the sum of _____ Dollars, cash and other things of value, the Public Schools of said School Corporation for the school year beginning **08-17-2008**, consisting of **180.00** Dollars, and continuing until **06-02-2011**.

Said teacher further agrees to pay the said teacher the fee or fee services under this contract as _____ Regular Teacher (State Assignment)

of said School Corporation the sum of **18,000.00** Dollars per year for the period of the contract.

(If said fee is reduced to items 5) **20,424.00** Dollars per year to be paid to said teacher as follows:

and the balance of **1,800.00** Dollars, shall be paid to said teacher as follows: _____ SCHOOL CORP. (Name of School Corporation)

to purchase from the _____ (Name of Annuity Company or Agent)

A non-refundable annuity contract providing for payment in annuities, on death, and to be given designed by the employee, provided that no annuity is made in advance of the teacher being served his compensation and to purchase said annuity.

All of the terms of Chapter 32 of the Code of 2011 and any supplemental thereto and amendments thereto of or after the time of the signing of this contract, amendments thereto or the Teacher Retirement Fund Law, shall be held in full force and effect with respect to said employee and.

I Accept this Contract [X] I Decline this Contract []