Employee Access

May 5, 2011 Session 9

This page is a summary of the updates within the RDS Employee Access Module. For more detailed information, go to the RDS website and download the Employee Access Handout - Session 9

Global Settings: There are two new settings on this page. One setting applies to employee contracts (not to contract worksheets). When checked, any extra duties with codes 90000-99999 will be combined into one line on employee contracts. The other setting will decide the format in which Locations, Pay Classes, and Jobs are displayed in drop down lists throughout the software (Number or Description).

Email Users: This feature is available on pages that provide a list of employees from search results. When "email users..." is pressed, a pop-up window will appear. This pop-up window provides the ability to send custom email messages to employees. Only the employees listed in the page's search results will be sent a message.

Employee Activation Codes - Print Letters: You can now use this function to export to Excel one or more activation code letters for distribution to employees. Letters will be generated for all employees included in the search results, and only for enabled activation codes. Click the “Export to Excel” button to get an Excel spreadsheet. The Excel file can then be used in a mail merge to send activation codes to multiple employees.

Additional Features - Contract Worksheet Setup: This page provides the setup of the Contract Worksheet feature. This feature is used to allow employees to review, and optionally approve or decline, their current contract worksheet.

Additional Features - Contract Worksheets: This page provides a report of employee contract worksheets, including the status of the contract worksheet (approved, declined, or not reviewed by the employee).

Additional Features - Employee Contract Setup: This page provides the setup of the Employee Contract feature. This feature is used to allow employees to review, and optionally approve or decline, their current contract.

Additional Features - Submitted Employee Contracts: This page provides a report of employee contracts, including the status of the contract (approved, declined, not reviewed by the employee, or archived).

Additional Features - Email Paycheck Notification: This page provides the ability to inform employees of new pay information via email. You can view and modify a list of employees who will or will not receive email notification, send email notification, and view information from the last email notification sent. Normally this feature would be used after payroll has been generated and verified.

Additional Features - Email Log: This page provides a report of the email messages sent using Employee Access.

Custom Forms: This additional feature will help eliminate paper by creating custom forms that can integrate with your software modules. Any form you create, can be viewed, filled out, and stored online with the use of the RDS Custom Forms. Certain forms will be interactive with your live data. This process will simplify any process that currently requires a form to be filled out.

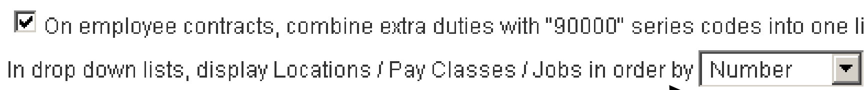
Employee Access

May 5, 2011 Session 9

The following is the detail of the updates within the RDS Employee Access Module.

Global Settings: There are two new options on this page.

This setting applies to employee contracts (not to contract worksheets). When checked, any extra duties with codes 90000-99999 will be combined into one line on employee contracts.



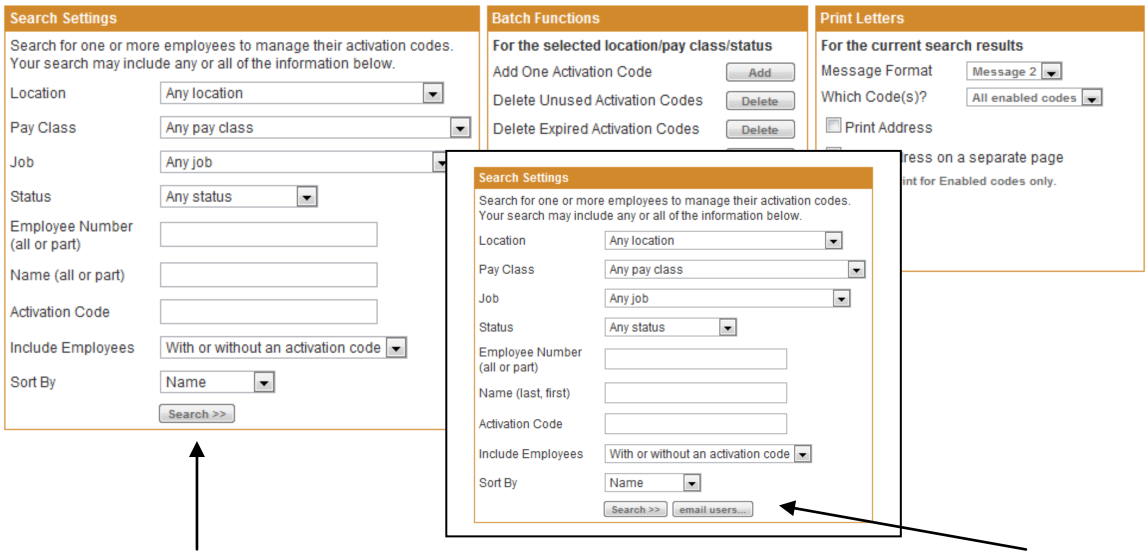
The format in which Locations, Pay Classes, and Jobs are displayed in drop down lists throughout the software. When "Number" is selected, the number (code) for each of these items is displayed before the description, and the items are listed in order of number. When "Description" is selected, the numbers (codes) are not shown, and the items are listed in order of description.

Be sure to click "Save Settings" when complete.

Employee Access

May 5, 2011 Session 9

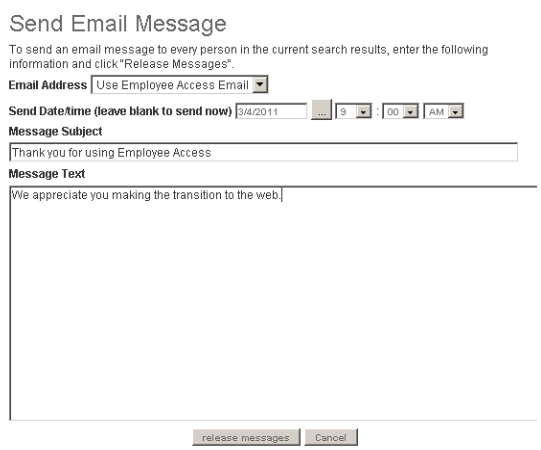
Email Users:



Once the "**search**" button has been pressed, a new button "**email users…**" will appear on any page that generates a list.

When "email users..." is pressed, a pop-up window will appear. This pop-up window provides the ability to send custom email messages to employees. Only the employees listed in the page's search results will be sent a message. This feature is available on pages that provide a list of employees.

Enter the following settings, then click "Release Messages". Click "Cancel" to close the popup window without sending messages. A log of any messages sent is available on the Email Log page.



Once the emails have been sent, you can view them on the email log page under additional features.

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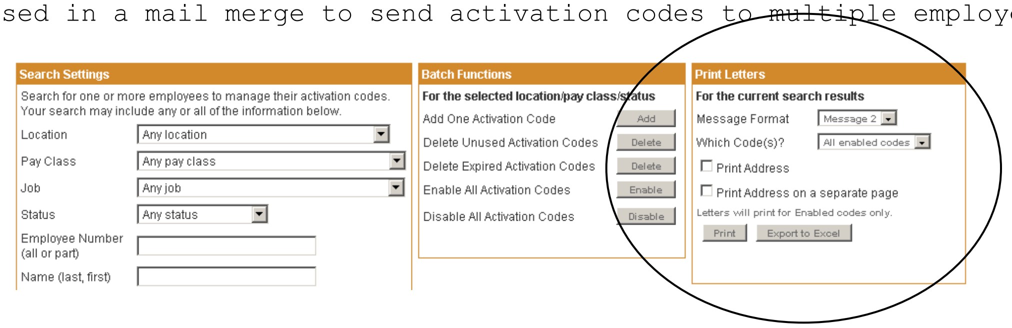
Employee Activation Codes - Print Letters:

Use this function to print one or more activation codes in the form of letters for distribution to employees. Letters are generated in Acrobat (PDF) format. To print letters, enter some or all search settings, then click Search. Next, select print options, then click "**Print**". Letters will be generated for all employees included in the search results, and only for enabled activation codes. You can also click the "**Export to Excel**" button to get an Excel spreadsheet displaying the Employee ID, Name, Activation Code, Location #, Class #, and Email Address (from the iSeries). The Excel file can then be used in a mail merge to send activation codes to multiple employees.



Employee Access

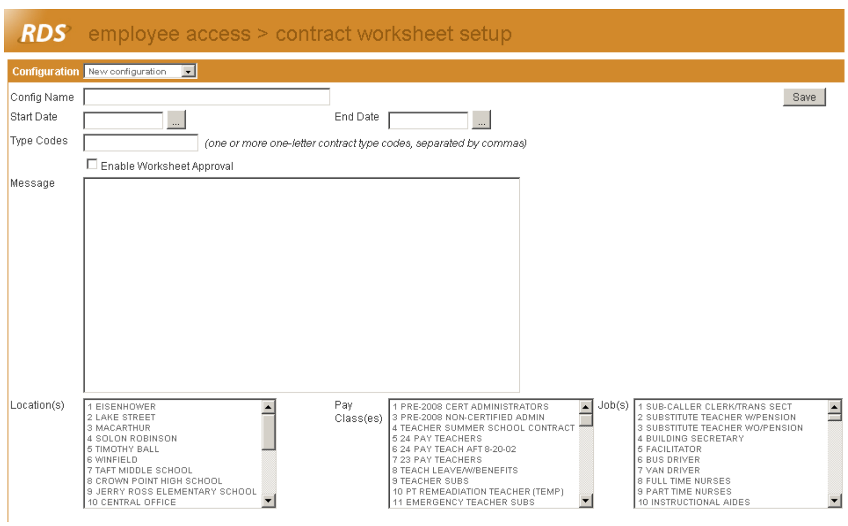
May 5, 2011 Session 9

Additional Features - Contract Worksheet Setup:

This page provides setup of the Contract Worksheet feature. This feature is used to allow employees to review, and optionally approve or decline, their current contract worksheet.

Setup parameters are saved in a **Configuration.** Configurations are used to organize and describe the list of employees that will be affected. For instance, you may create a configuration for Teachers, one for Administrators, etc. An unlimited number of configurations can be created. Each configuration has its own settings, and can be applied to any combination of Locations, Pay Classes, and/or Jobs.

To create a new configuration, select "New configuration". Enter the settings described below, and click Save. To modify an existing configuration, select the configuration from the list, enter settings, and click Save. To delete a configuration, select the configuration from the list, and click Delete.



The **Config Name** is the name of the configuration. It is only displayed on this page. The name should describe the employees who will be affected by this configuration.

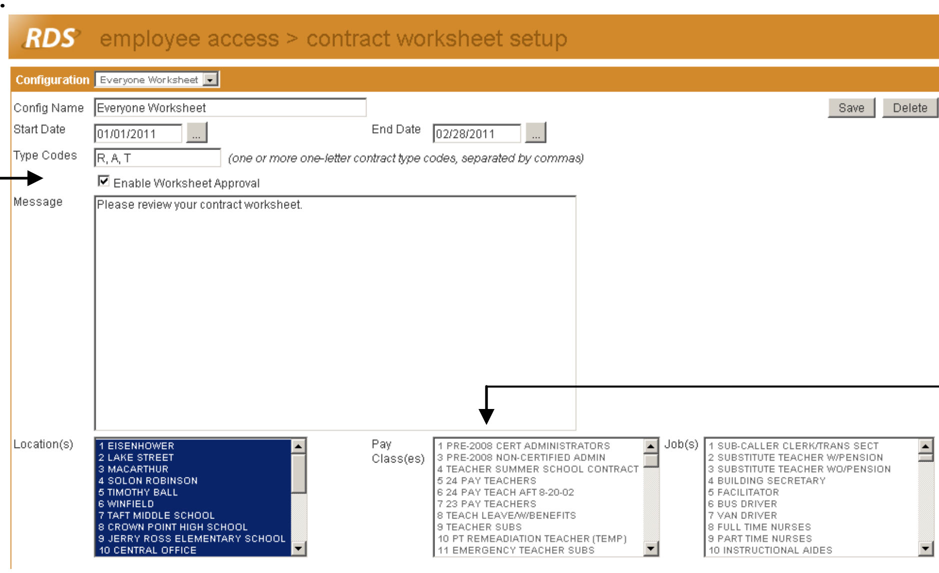
The **Start Date** and **End Date** are the beginning and ending dates during which employees will be able to view their contract worksheet. During this time period, employees will see a link labeled "REVIEW CONTRACT WORKSHEET" under their name on the left side of their Employee Access home page. This link displays the Contract Worksheet page. In order to turn off the Contract Worksheet feature, select a date range that does not include today's date.

<u>Additional Features – Contract Worksheet Setup (Continued):</u>

When **Enable Contract Approval** is checked, employees will be presented with links to approve or decline all or part of their contract worksheet when they view their Contract Worksheet page.

The **Message** will be displayed to employees at the top of the Contract Worksheet page. Valid HTML tags can be included.

The **Type Code** is the one-letter iSeries contract type codes to be included in this configuration. Only contracts of this type will be displayed to employees. If you enter more than one type code, separate each one with a comma (,).



Employees at the selected **Location(s)** will have this configuration applied to them. Select one or more Locations using Shift+Click or Control+Click. Deselect an item using Ctrl+Click. You can select more than one Location, Pay Class, or Job. The configuration applies only to employees matching all three items. At the minimum, you must select one Location, Pay Class, or Job for each configuration.

Employees in the selected **Pay Class(es)** will have this configuration applied to them. Select one or more Pay Classes using Shift+Click or Control+Click. Deselect an item using Ctrl+Click. You can select more than one Location, Pay Class, or Job. The configuration applies only to employees matching all three items. At the minimum, you must select one Location, Pay Class, or Job for each configuration.

Employees with the selected **Job(s)** will have this configuration applied to them. Select one or more Jobs using Shift+Click or Control+Click. Deselect an item using Ctrl+Click. You can select more than one Location, Pay Class, or Job. The configuration applies only to employees matching all three items. At the minimum, you must select one Location, Pay Class, or Job for each configuration.

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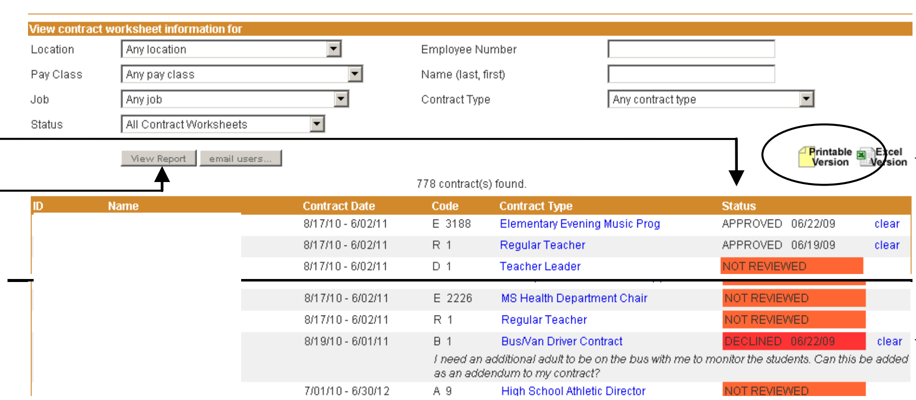
Additional Features – Contract Worksheets:

This page provides a report of employee contract worksheets, including the status of the contract worksheet (approved, declined, or not reviewed by the employee).

Enter report settings, and then click View Report. After the report is generated, click Printable Version to view an Acrobat (PDF) version of the report; click Excel version to view an Excel (XLS) version of the report.

This report displays contracts that exist in the iSeries table specified on the Global Settings page. Employees without contracts are not included in this report. Contracts are listed separately when an employee has more than one contract, or has extra duty contracts.

There are several options to limit your search. Such as the **Location** (pay location of employees), the **Pay Class**, **Job**, **Status** (All Contract Worksheets, Approved Contract Worksheets, Declined Contract Worksheets, or Contract Worksheets Not Reviewed (neither approved nor declined)), **Employee Number**, **Name** (The name of the employee, starting with the last name. You can enter part of a name; for instance, searching for "John" will list employees with the last name "John" or the last name "Johnson." This field is not case-sensitive.), or **Contract Type** (The one-letter contract type is displayed at the beginning of each contract type.).



The color-coded **status** of the contract worksheet; can be Approved, Declined, or Not Reviewed (neither approved nor declined by the employee). If the status is Declined, a note typed by the employee will appear on a second line for this contract.

Contracts that have been approved or declined have a **"clear"** link. Click this link to reset the status of the contract worksheet to "Not Reviewed," and delete any notes typed by employees. This can be used after a contract has been changed, and requires a second approval by the employee.

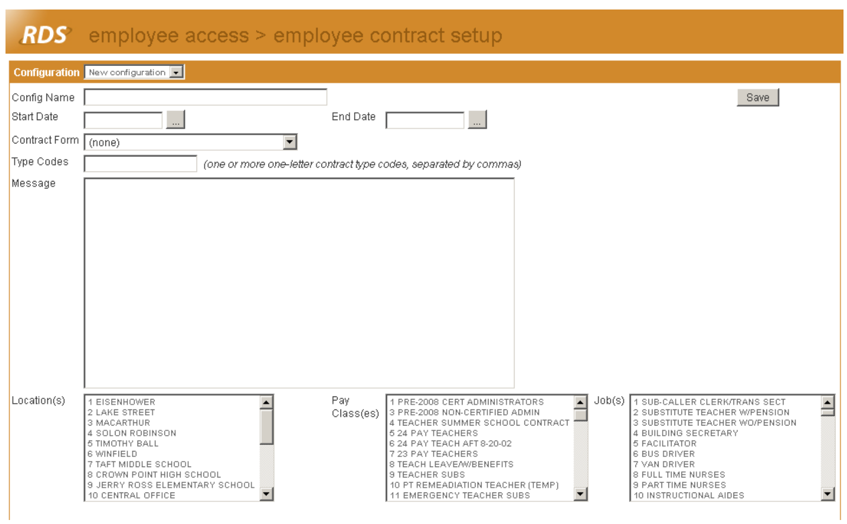
Click **"email users…"** to open a popup window that will provide the ability to send custom email messages to employees. Only the employees listed in the page's search results will be sent a message.

Additional Features - Employee Contract Setup:

This page provides setup of the Employee Contract feature. This feature is used to allow employees to review, and optionally approve or decline, their current contract.

Setup parameters are saved in a **Configuration.** Configurations are used to organize and describe the list of employees that will be affected. For instance, you may create a configuration for Teachers, one for Administrators, etc. An unlimited number of configurations can be created. Each configuration has its own settings, and can be applied to any combination of Locations, Pay Classes, and/or Jobs.

To create a new configuration, select "New configuration". Enter the settings described below, and click Save. To modify an existing configuration, select the configuration from the list, enter settings, and click Save. To delete a configuration, select the configuration from the list, and click Delete.



The **Config Name** is the name of the configuration. It is only displayed on this page. The name should describe the employees who will be affected by this configuration.

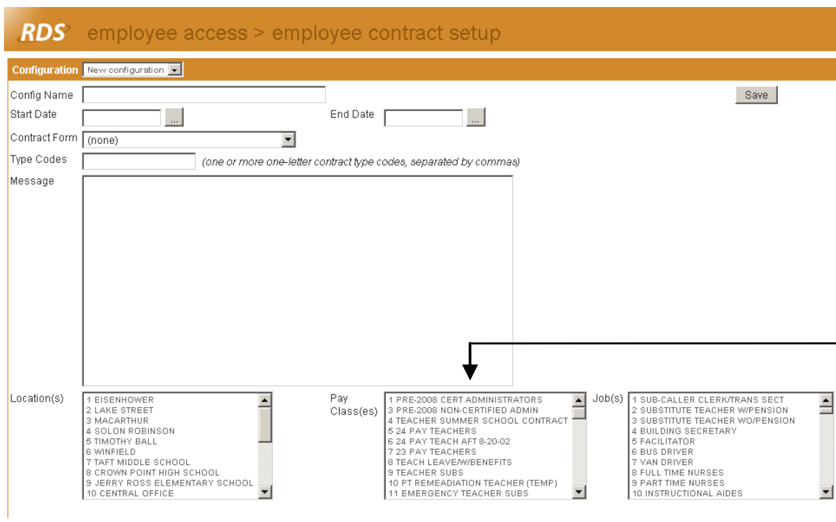
The **Start Date** and **End Date** are the beginning and ending dates during which employees will be able to view their contract. During this time period, employees will see a link labeled "REVIEW CONTRACT" under their name on the left side of their Employee Access home page. This link displays the Employee Contract page. In order to turn off the Employee Contract feature, select a date range that does not include today's date.

<u>Additional Features - Employee Contract Setup (Continued):</u>

The **Contract Form** is a list of contracts from RDS Forms Builder database. Contact RDS if you need an additional form created. You must select a form from this list in order to save settings.

The **Type Code** is the one-letter iSeries contract type code to be included in this configuration. Only contracts of this type will be displayed to employees. If you enter more than one type code, separate each one with a comma (,).

This is the **message** that will be displayed to employees at the top of the Employee Contract page. Valid HTML tags can be included.



Employees at the selected **Location(s)** will have this configuration applied to them. Select one or more Locations using Shift+Click or Control+Click. Deselect an item using Ctrl+Click. You can select more than one Location, Pay Class, or Job. The configuration applies only to employees matching all three items. At the minimum, you must select one Location, Pay Class, or Job for each configuration.

Employees in the selected **Pay Class(es)** will have this configuration applied to them. Select one or more Pay Classes using Shift+Click or Control+Click. Deselect an item using Ctrl+Click. You can select more than one Location, Pay Class, or Job. The configuration applies only to employees matching all three items. At the minimum, you must select one Location, Pay Class, or Job for each configuration.

Employees with the selected **Job(s)** will have this configuration applied to them. Select one or more Jobs using Shift+Click or Control+Click. Deselect an item using Ctrl+Click. You can select more than one Location, Pay Class, or Job. The configuration applies only to employees matching all three items. At the minimum, you must select one Location, Pay Class, or Job for each configuration.

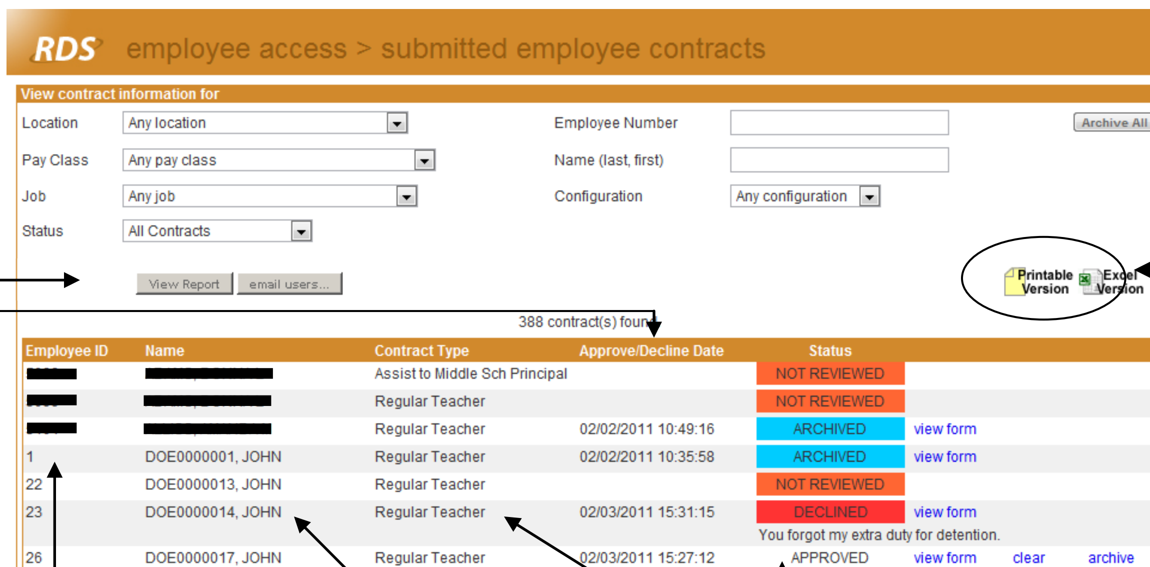
<u>Additional Features – Submitted Employee Contracts:</u>

This page provides a report of employee contracts, including the status of the contract (approved, declined, not reviewed by the employee, or archived).

Enter report settings, and then click View Report.

After the report is generated, click Printable Version to view an Acrobat (PDF) version of the report; click Excel version to view an Excel (XLS) version of the report. (The Excel version can only be viewed if your computer has software capable of opening Excel files.)

This report displays contracts that exist in the iSeries table specified on the Global Settings page. Employees without contracts are not included in this report. Contracts are listed separately when an employee has more than one contract, or has extra duty contracts.



Employee ID number, Employee Name, and Contract Type are all displayed.

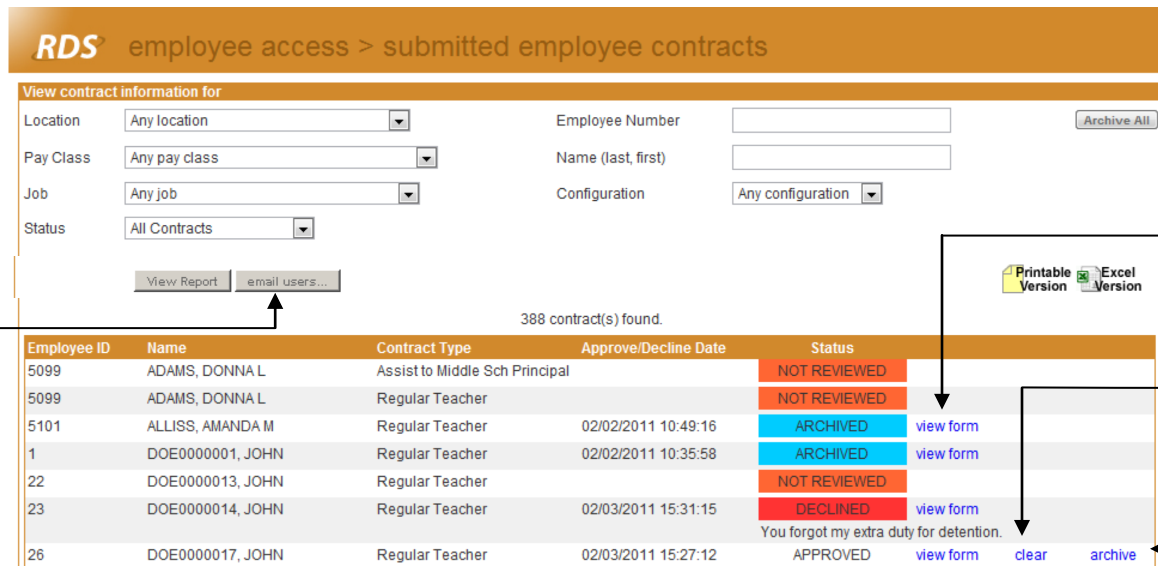
The **Approve/Decline Date** will display the date and time the employee approved or declined the contract. This will be blank if the contract was not reviewed by the employee. The original approve/decline date will still display for archived contracts.

The color-coded **Status** of the contract; can be Approved, Declined, Not Reviewed (neither approved nor declined by the employee), or Archived (approved by the employee but still available to be viewed). If the status is Declined, a note typed by the employee will appear on a second line for this contract.

Additional Features - Submitted Employee Contracts (Continued):

Click the **view form** link to view a PDF copy of the employee's contract

Contracts that have been approved or declined have a **clear** link. Click this link to reset the status of the contract to "Not Reviewed," and delete any notes typed by employees. This can be used after a contract has been declined, then changed, and requires a second approval by the employee; it can also be used during testing.



Contracts that have been approved have an **archive** link. Click this link to set the status of the contract to "Archived". Archived contracts can be viewed but can no longer be approved or declined. Use this feature when the employee has a new contract, but you would like to save the current contract to be viewed at a later time.

The **Archive All** button appears when the search results contain one or more "approved" contracts. Click this button to set the status of all "approved" contracts to "archived". Only contracts in the current search results will be affected.

Click "**email users…**" to open a popup window that will provide the ability to send custom email messages to employees. Only the employees listed in the page's search results will be sent a message.

<u>Additional Features – Email Paycheck Notification:</u>

This page provides the ability to inform employees of new pay information via email. You can view and modify a list of employees who will or will not receive email notification, send email notification, and view information from the last email notification sent. Normally this feature would be used after payroll has been generated and verified.

Last notification CHECK DATE: 02/06/11 RELEASED: 01/21/2011 12:10:00 SENT: 01/21/2011 12:10:00 USER: rds MESSAGES SENT: 2 ERRORS: 0

BEFORE RELEASING EMAILS, BE SURE TO SET THE CUTOFF DATE TO INCLUDE THE CHECK DATES YOU WANT TO BE VIEWABLE BY EMPLOYEES..

Pending Email Notification (5 record(s) found) Send date/time (leave blank to send now) release messages

Email Address Use Employee Access Email Sort Check Date Check Date 02/06/11 refresh list

Check Date	Check No	Emp No	Employee Name	User	Email	Send?
02/06/11	1247	[redacted]	DOE0000749, JOHN	Abbott, Joyce A	patti@regionaldata.com	☐
02/06/11	1247	[redacted]	DOE0000749, JOHN	Vasaitis, Jenna	jenna@regionaldata.com	☐
02/06/11	1250	[redacted]	DOE0001127, JOHN	Kapitan, Andy	andy@regionaldata.com	☐ OVERRIDE
02/06/11	1009	[redacted]	DOE0002079, JOHN	Kapitan, Andy	andy@regionaldata.com	☑
02/06/11	1281	[redacted]	DOE0002278, JOHN	[redacted]	jenna@regionaldata.com	☑

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The Last Notification line appears under the RDS logo if an email notification has been sent in the past. Statistics for the most recent email notification include: The **"RELEASED"** date and time that the "release messages" button was most recently clicked, the **"SENT"** date and time email messages were scheduled to be sent, the **"USER"** that sent the most recent email notification, the number of email **"MESSAGES SENT"** to employees, and the number of email sending **"ERRORS"**. Errors are caused by invalid email addresses, emails rejected by the email server, or emails rejected by the recipient. If there are one or more errors, the number will appear as a link. Click the link to view a detailed list of the errors.

This page displays a list of notification emails that have not been sent for each employees most recent paycheck. Up to 30 notifications will be displayed per page; click the page numbers at the bottom of the list to view more. If none are listed, no notification emails are pending; more will appear the next time payroll is generated on the iSeries. Changing one of the search settings will automatically refresh the list. Note that an employee's name may appear more than once, if their employee number is accessed by more than one Employee Access account.

<u>Additional Features - Email Paycheck Notification (Continued):</u>

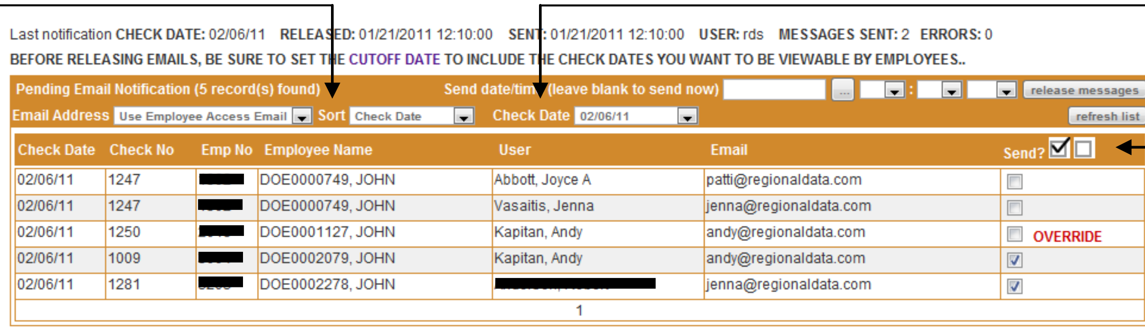
The following search settings are available:

Choose the **Email Address** to be used when sending email notification. This includes either the Employee Access Email (which was entered by the employee on their Account Settings page); or the Employee Email (which is stored in the employee's personnel record on the iSeries). The email address selected will appear in the Email column.

The **Sort** is the order in which notification emails will be displayed in the list. Options include Check Date (most recent first), Employee Name, User Name, or "Send?" status. If "Send?" is selected, accounts without an email address, or with a status that has been overridden, will appear at the top of the list.

The **Check Date** dropdown has a list of check dates that have not had an email notification sent. The default view is "All Check Dates". Email notification will only be processed for messages in this view.

Use the **Send?** boxes in the header to check all emails, for the selected check date, to be sent or uncheck all to not send an email.


Last notification CHECK DATE: 02/06/11 RELEASED: 01/21/2011 12:10:00 SENT: 01/21/2011 12:10:00 USER: rds MESSAGES SENT: 2 ERRORS: 0

BEFORE RELEASING EMAILS, BE SURE TO SET THE CUTOFF DATE TO INCLUDE THE CHECK DATES YOU WANT TO BE VIEWABLE BY EMPLOYEES..

Pending Email Notification (5 record(s) found) Send date/time (leave blank to send now) release messages

Email Address Use Employee Access Email Sort Check Date Check Date 02/06/11 refresh list

Check Date	Check No	Emp No	Employee Name	User	Email	Send?
02/06/11	1247	[redacted]	DOE0000749, JOHN	Abbott, Joyce A	patti@regionaldata.com	☐
02/06/11	1247	[redacted]	DOE0000749, JOHN	Vasaitis, Jenna	jenna@regionaldata.com	☐
02/06/11	1250	[redacted]	DOE0001127, JOHN	Kapitan, Andy	andy@regionaldata.com	☐ OVERRIDE
02/06/11	1009	[redacted]	DOE0002079, JOHN	Kapitan, Andy	andy@regionaldata.com	☑
02/06/11	1281	[redacted]	DOE0002278, JOHN	[redacted]	jenna@regionaldata.com	☑

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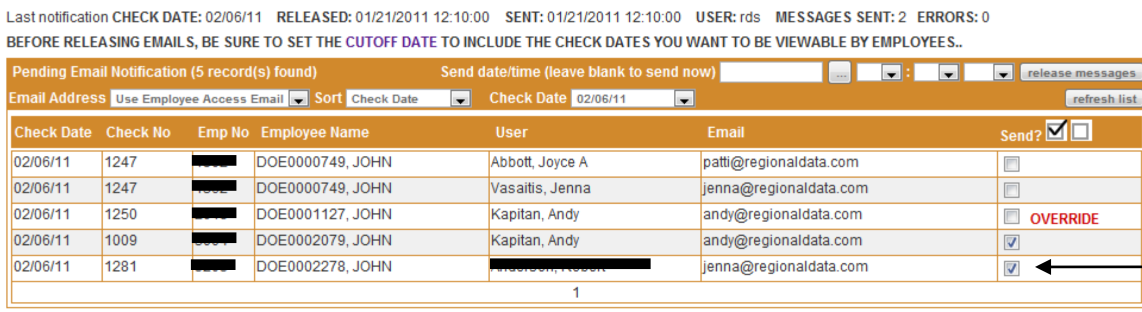
The following items appear in the list of notification emails: the **Check Date**, the unique **Check Number**, the **Employee Number**, the **Employee Name** from the personnel file, the **User** name associated with the Employee Access account that can view the employee's information (this is defined on the user's Account Settings page) and the **Email** address that will receive email notification (can be the Employee Access email address, or Employee email address from the personnel file). When **Send?** is checked, the email address listed will receive email notification; when unchecked, an email will not be sent, but the employee's payroll record will indicate that email notification has been declined.

<u>Additional Features - Email Paycheck Notification (Continued):</u>

Check or uncheck the check box to override the **"Send?"** status. Check boxes that have been overridden will have an OVERRIDE indicator; employees without an email address will have a NO ADDRESS indicator, and a grayed-out check box. NOTE: The OVERRIDE indicator will not appear after you click a check box; you must click "Refresh List" first.



Last notification **CHECK DATE:** 02/06/11 **RELEASED:** 01/21/2011 12:10:00 **SENT:** 01/21/2011 12:10:00 **USER:** rds **MESSAGES SENT:** 2 **ERRORS:** 0

BEFORE RELEASING EMAILS, BE SURE TO SET THE CUTOFF DATE TO INCLUDE THE CHECK DATES YOU WANT TO BE VIEWABLE BY EMPLOYEES..

Pending Email Notification (5 record(s) found) Send date/time (leave blank to send now) release messages

Email Address Use Employee Access Email Sort Check Date Check Date 02/06/11 refresh list

Check Date	Check No	Emp No	Employee Name	User	Email	Send?
02/06/11	1247	[redacted]	DOE0000749, JOHN	Abbott, Joyce A	patti@regionaldata.com	
02/06/11	1247	[redacted]	DOE0000749, JOHN	Vasaitis, Jenna	jenna@regionaldata.com	
02/06/11	1250	[redacted]	DOE0001127, JOHN	Kapitan, Andy	andy@regionaldata.com	OVERRIDE
02/06/11	1009	[redacted]	DOE0002079, JOHN	Kapitan, Andy	andy@regionaldata.com	☑
02/06/11	1281	[redacted]	DOE0002278, JOHN	[redacted]	jenna@regionaldata.com	☑

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When you have reviewed the list of employee access accounts, and have overridden email settings, you can release email messages to the email queue. **ONCE MESSAGES ARE RELEASED TO THE QUEUE, YOU CANNOT PREVENT THEM FROM BEING SENT.**

To send email messages immediately, click **"Release Messages"**.

To schedule messages to be sent at a future time, select a "Send date/time" using the calendar and drop down boxes, then click "Release Messages." Email notification will only be processed for messages in the view.

After the "release messages" button has been clicked, there will be no email notification listed until the next payroll is generated. Payroll records on the iSeries for the most recent payroll will be updated with a status of S (email notification has been sent), N (notification was not sent due to a missing email address), D (email notification was declined by the employee), or M (notification was manually declined by an admin user clearing the employee's "Send?" checkbox).

Additional Features - Email Log:

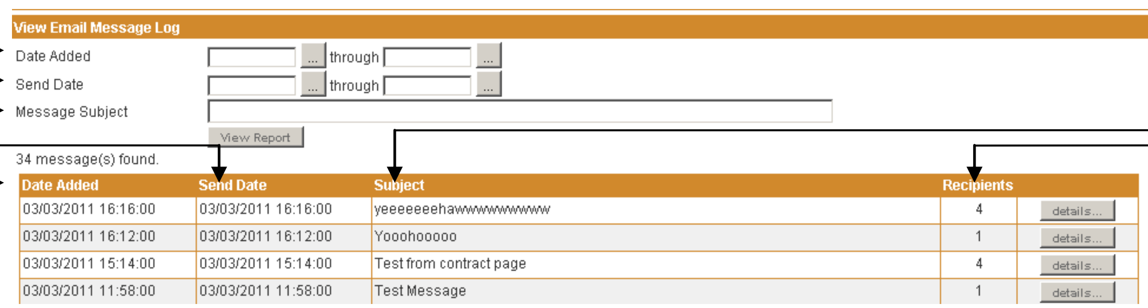
This page provides a report of the email messages sent using Employee Access.

Enter some or all of the report settings, then click View Report. After the report is generated, click the "Details..." button next to a message to view the following: the text of the email message; a list of email addresses to which the message was sent; and any errors that occurred when the message was sent.

The "**Date Added**" is the date range during which messages were released. Type dates, or click a "..." button to select a date from a popup calendar.

The "**Send Date**" is the date range during which messages were scheduled to be sent. Type dates, or click a "..." button to select a date from a popup calendar.

The "**Message Subject**" is the subject of messages to be included in the report. This field is not case sensitive, and can include only part of a subject. For example, entering "Thank" will include messages with the subjects "Thank" and "Thank you".


View Email Message Log

Date Added ... through ...

Send Date ... through ...

Message Subject

View Report

34 message(s) found.

Date Added	Send Date	Subject	Recipients	
03/03/2011 16:16:00	03/03/2011 16:16:00	yeeeeeeehawwwwwwwwww	4	details...
03/03/2011 16:12:00	03/03/2011 16:12:00	Yooohooooo	1	details...
03/03/2011 15:14:00	03/03/2011 15:14:00	Test from contract page	4	details...
03/03/2011 11:58:00	03/03/2011 11:58:00	Test Message	1	details...

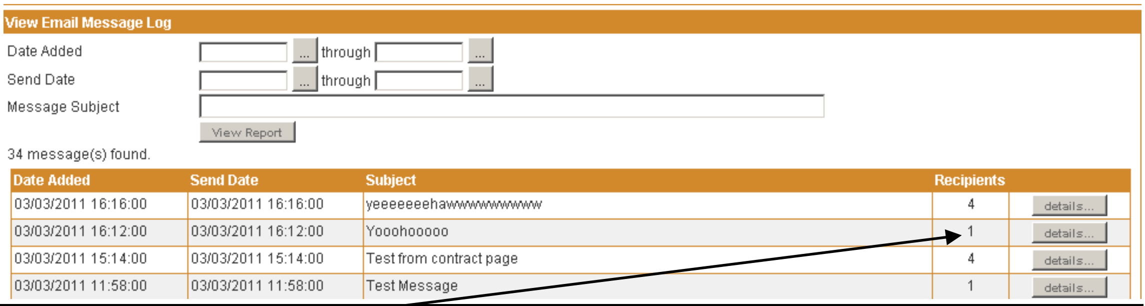
The "**Date Added**" is the date and time the message was added; specifically, the date and time the user clicked the "Release Messsages" button.

The "**Send Date**" is the date the message was scheduled to be sent. If no send date was selected at the time the message was created, this date would be the same as Date Added.

The "**Subject**" is the subject line of the message.

The "**Recipients**" column displays the number of recipients selected to receive the message.

Additional Features – Email Log (Continued):



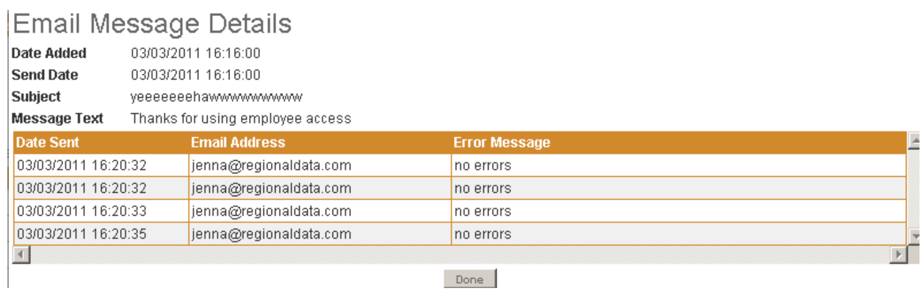
View Email Message Log

Date Added ... through ...
Send Date ... through ...
Message Subject
View Report

34 message(s) found.

Date Added	Send Date	Subject	Recipients	
03/03/2011 16:16:00	03/03/2011 16:16:00	yeeeeeeehawwwwwwwwww	4	details...
03/03/2011 16:12:00	03/03/2011 16:12:00	Yooohooooo	1	details...
03/03/2011 15:14:00	03/03/2011 15:14:00	Test from contract page	4	details...
03/03/2011 11:58:00	03/03/2011 11:58:00	Test Message	1	details...

Click the "**details**" button to see the Email Message Details.



Email Message Details

Date Added 03/03/2011 16:16:00
Send Date 03/03/2011 16:16:00
Subject yeeeeeeehawwwwwwwwww
Message Text Thanks for using employee access

Date Sent	Email Address	Error Message
03/03/2011 16:20:32	jenna@regionaldata.com	no errors
03/03/2011 16:20:32	jenna@regionaldata.com	no errors
03/03/2011 16:20:33	jenna@regionaldata.com	no errors
03/03/2011 16:20:35	jenna@regionaldata.com	no errors

Done

The "**Date Added**" is the date and time the message was added; specifically, the date and time the user clicked the "Release Messages" button.

The "**Send Date**" is the date the message was scheduled to be sent. If no send date was selected at the time the message was created, this date would be the same as Date Added.

The "**Subject**" is the subject line of the message.

The "**Message Text**" is the full text of the email message.

The "**Date Sent**" is the date and time the message was actually sent to the recipient. This can be blank if the Send Date is in the future.

The "**Email Address**" is the recipient's email address.

The "**Error Message**" displays any error message encountered when the message was sent.

Purging Log Entries - By default, log entries on this page are never deleted. The RDS email system can be configured to automatically purge log entries after a period of time. Contact RDS to configure this option.

Employee Access

May 5, 2011 Session 9

Custom Forms:

Helps you eliminate paper by creating custom forms that can integrate with your software modules. Any form you create, can be viewed, filled out, and stored online with the use of the RDS Custom Forms. Certain forms will be interactive with your live data. This process will simplify any process that currently requires a form to be filled out.

For example, employees can enter their leave requests via their Employee Access account. Give your HR department a hand by allowing new hire forms to be filled out online.

Features:

- Allows employees/students/parents to fill out forms via Employee Access/Parent Access, etc
- User will be notified that there is a form to fill out upon login
- View usage by unique users by date
- Administrators can review who has/hasn’t filled out particular forms

Admin/Teacher/HR Advantages:

- Reduces printed paper, storage of forms and time spent filing
- Links any forms associated to an employee/student for easy lookup
- Reads data directly from existing iSeries payroll, personnel, contract, & student management system eliminating any data exporting
- All data is stored securely on the customer's existing iSeries & SQL Database
- Employees/students/parents can use existing logins to access new forms
- Forms are customizable by site
- Intuitive interface requires little or no training for employees
- Teachers and other Student Management staff can review stored forms in a secure environment

Employee/Student/Parent Advantages:

- 24-hour access to fill out forms
- View all forms in a centralized location (within each module)
- No need to contact a department to make personnel changes because employees can submit the change online
- PDF versions of all documents which can be printed, saved, or emailed