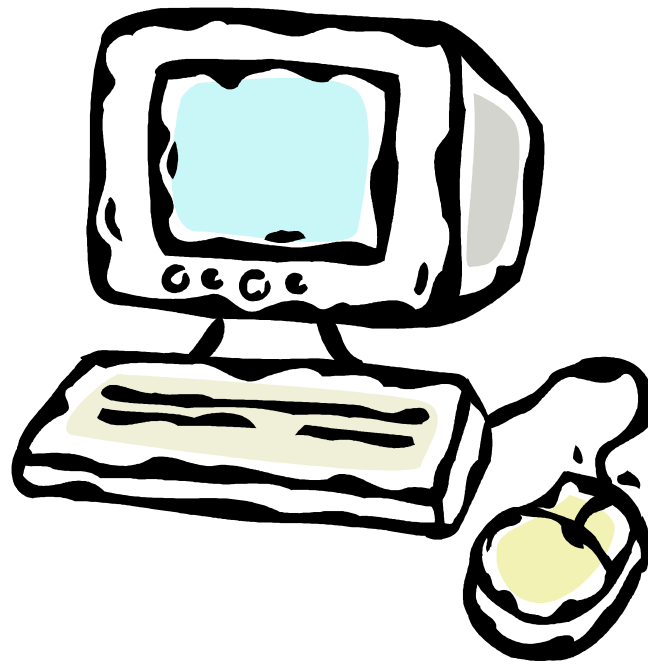


Employee Payroll Access

Getting Started...

Computer + Internet Connection



+ WWW

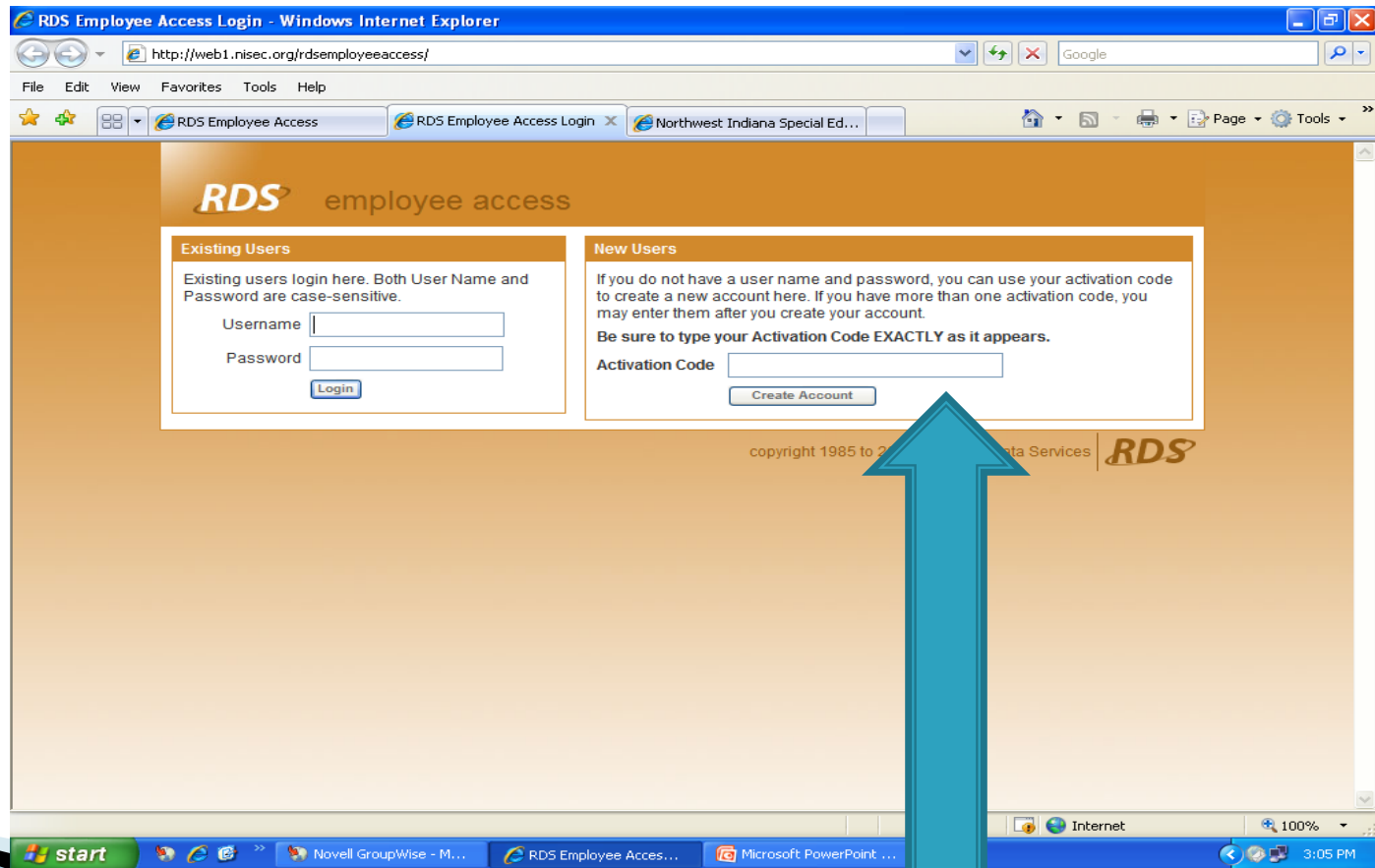
Navigate to www.nisec.org

- ▶ > Staff Login > Employee Access Login Button

The screenshot shows a Windows Internet Explorer browser window displaying the website for Northwest Indiana Special Education Cooperative. The address bar shows the URL http://www.nisec.org/NISEC_StaffLogin.htm. The website has a yellow background with a black header containing the organization's name. Below the header is a navigation menu with buttons for Home, About NISEC, Eagle Park School, Parent Network, Employment Opportunities, Links, and Staff Login. The Staff Login button is highlighted with a large blue arrow pointing down. Below the navigation menu, there is a section for NISEC's goal and a notice about the Working Well Office moving to Franciscan Point on July 27. Below this notice is a section for Employee Access, which is under construction. A blue button labeled "Employee Access Login" is visible. Below this is a section for On-Line Forms, which provides links to Professional Leave Request Form and Absence Report Form. The Windows taskbar at the bottom shows the Start button and several open applications: Novell GroupWise - M..., Northwest Indiana Sp..., and Microsoft PowerPoint ... The system clock shows 3:01 PM.

RDS Employee Access Login

- ▶ Create New User Account With Your Activation Code



User Set Up Screen

- ▶ Create User Name and Password, I Agree, Next...

RDS Employee Access - Create an Account - Windows Internet Explorer

http://web1.nisec.org/rdsemployeeaccess/newaccount.aspx

File Edit View Favorites Tools Help

RDS Employee Access - Create an Account

home add an employee account settings logout

RDS employee access

Create an Account

To create your account, type the information below, then click Next.
NOTE: Please remember your User Name and Password. You will need them to log in on your next visit.

First Name

Last Name

User Name (8 characters or longer. Used to log in on your next visit.)

Password (8 characters or longer. Used to log in on your next visit.)

Repeat Password

Email Address (Required)

You will be asked your Secret Question if you forget your password. (Example: What is your favorite pet's name?)

Secret Question

Answer to Secret Question

I agree to keep my username and password private.
 I agree I disagree

copyright 1985 to 2009 Regional Data Services | **RDS**

Done

start Novell GroupWise... thwest Indian... RDS Employee Ac... IEM - CODA Project Document1 - Micr... 11:31 AM

Successful Account Setup

- ▶ Click on your name to enter your account ...

The screenshot shows a Windows Internet Explorer browser window displaying the RDS Employee Access application. The browser's address bar shows the URL: <http://web1.nisec.org/rdsemployeeaccess/home.aspx?SID=e4a669c5-5166-426c-94c3-abd5ca1633f3>. The application's navigation menu includes links for home, add an employee, account settings, links, help, and logout. The main content area displays the RDS logo and the text "employee access". A user profile box on the left shows the name "SHEETS, DEBORAH L.", Employee No. 8216, and the title "CENTRAL OFFICE SECRETARIAL". A large blue arrow points to this name. The main content area contains a welcome message: "Welcome to RDS Employee Access. You are logged in as Deborah Sheets." Below this, there is a prompt: "Click the name of an employee to the left to view that employee's information." There are three buttons: "add an employee", "account settings", and "logout". The "add an employee" button is highlighted. The footer of the application shows the copyright notice "copyright 1985 to 2009 Regional Data Services" and the RDS logo. The Windows taskbar at the bottom shows the Start button and several open applications, including "Novell GroupWise...", "Northwest Indian...", "RDS Employee Ac...", "IEM - CODA Project", and "RSDLogInScreen...". The system clock shows the time as 11:38 AM.

Things You Can Do

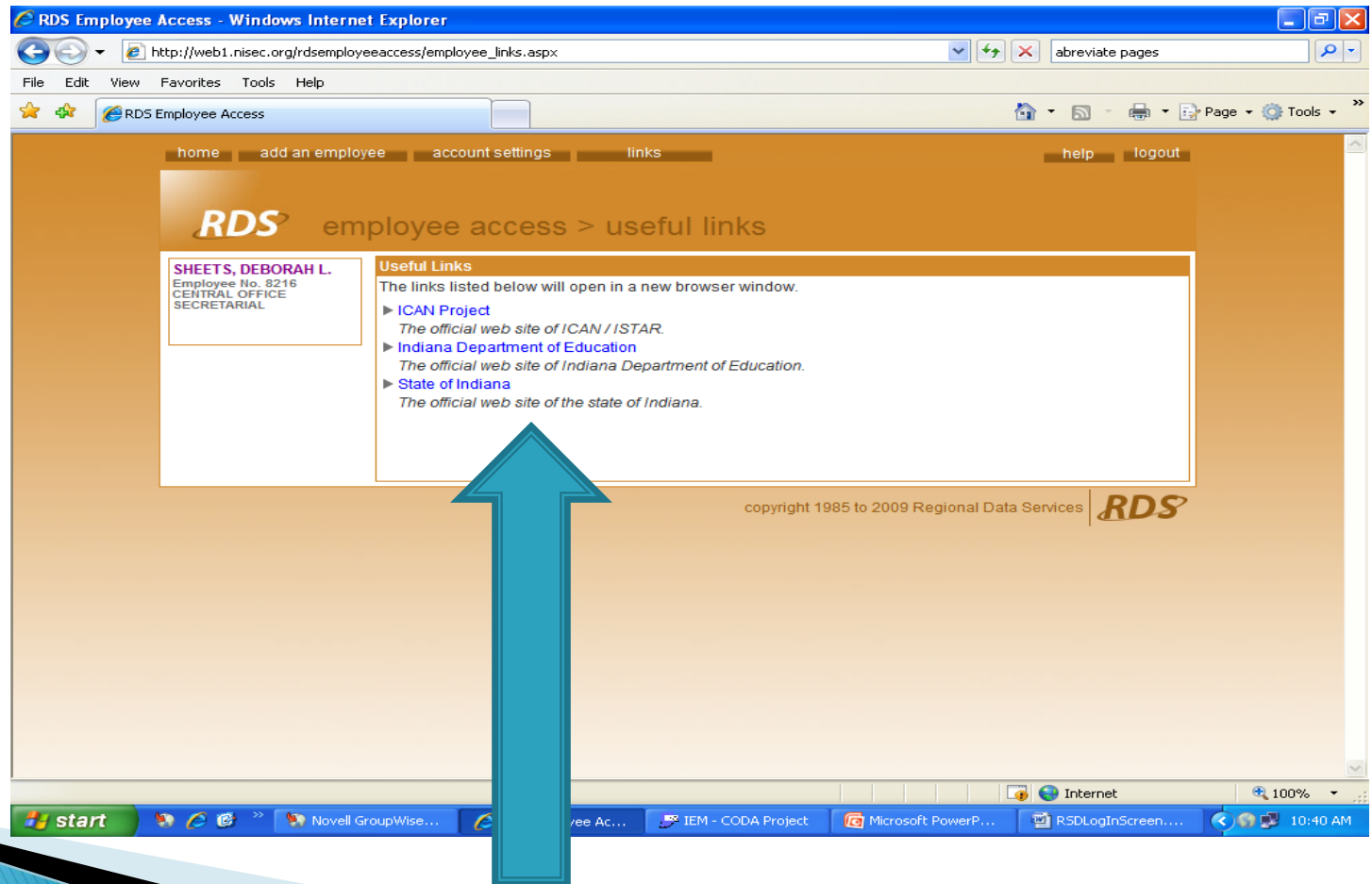
- ▶ Search, View, and Print Payroll Information

The screenshot shows a web browser window titled "RDS Employee Access - Windows Internet Explorer". The address bar contains the URL: `http://web1.nisec.org/rdsemployeeaccess/employee_payroll.aspx?CODE=C9MW-6NJT-7Y9H-ANUL`. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is as follows:

- Navigation menu: home, add an employee, account settings, links, help, logout
- Breadcrumbs: RDS Employee Access > pay information
- Sub-menu: pay information, W-4 information, benefits, leave balances, licenses, contracts
- Employee Name: 8216 SHEETS, DEBORAH L.
- Job Title: SECRETARIAL
- Messages: Welcome to Employee Access. You may use the help selection or contact Deborah Sheets, NISEC IS Support, at 219-769-4000 for system assistance. All Changes Need To Be Received Friday Before Paydate!
- View Payroll Information: View most recent
- View transactions and pay stubs: from 01/01/2009 through 07/24/2009. Buttons: View List, View Detail
- Printable Version icon
- 07/24/2009 Direct Deposit
- Logo: NISEC NORTHWEST INDIANA SPECIAL EDUCATION COOPERATIVE
- Address: Northwest Indiana Special Education Cooperative, 2150 West 97th Place, Crown Point, IN 46307, Phone: 219-769-4000, Fax: 219-769-4563
- Table Headers: Check Date, Check No., Employee No., Name, Gross Pay, Deductions, Net Pay

Links and Other Communications

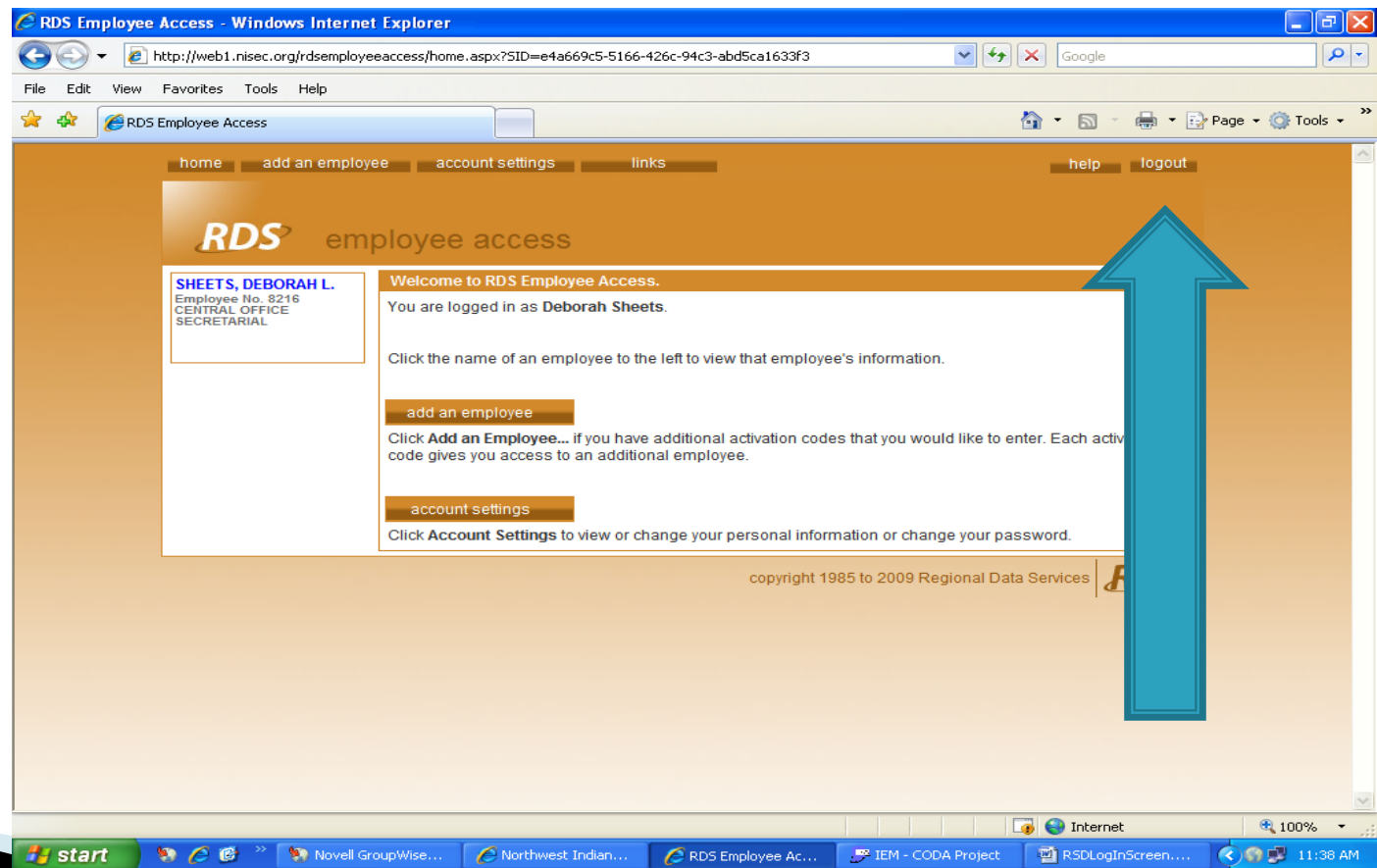
- ▶ Past payroll stuffers will appear in the links area.



The screenshot shows a Windows Internet Explorer browser window displaying the RDS Employee Access website. The address bar shows the URL http://web1.nisec.org/rdsemployeeaccess/employee_links.aspx. The website has a navigation menu with links for home, add an employee, account settings, links, help, and logout. The main content area is titled "RDS employee access > useful links". On the left, there is a user profile for SHEETS, DEBORAH L., Employee No. 8216, CENTRAL OFFICE SECRETARIAL. The "Useful Links" section contains the following text: "The links listed below will open in a new browser window." followed by three links: "▶ ICAN Project" (The official web site of ICAN / ISTAR.), "▶ Indiana Department of Education" (The official web site of Indiana Department of Education.), and "▶ State of Indiana" (The official web site of the state of Indiana.). A large blue arrow points upwards from the bottom of the page towards the "Useful Links" section. The footer of the page includes the copyright notice "copyright 1985 to 2009 Regional Data Services" and the RDS logo. The Windows taskbar at the bottom shows the start button and several open applications, including Novell GroupWise, IEM - CODA Project, Microsoft PowerPoint, and RSDLogInScreen, with the system clock showing 10:40 AM.

Finished ?

- ▶ Good practice to use the logout tab to exit.



Help Contacts



- ▶ Information Content

- Doris Handley, Payroll Assistant
219-769-4000 Extension 232

- ▶ System Support

- Deborah Sheets, IS Support
219-769-4000 Extension 225