Employee Web Portal

easy

fast

secure

User Guide

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Introduction
What is the Employee Web Portal?

The Web Portal is a browser application that allows RSD employees to securely access important documents and

information such as absence balances, direct deposit vouches, W2's, and important letters or notices from RSD.

The Employee Web Portal is a work in progress and will be continually updated.

Instruction for logging into the Employee Web Portal: Please use Google Chrome as your default web browser.

To log into the Employee Web Portal, you will use the website:

https://prosoftweb.harrisschool.solutions/ProSoftWeb_Riverview/login.aspx

NOTE:
User name is first initial, last name
Password is the last 4 of your social security number.

If you have difficulties accessing the portal or have general questions, please contact Tammy Good at 412-828-1800 X4020 or by e-mail at tgood@rsd.k12.pa.us

2 Using the Employee Web Portal

To view or download files through the Web Portal:

1. Login to the **Web Portal**.

2. Go to **Financial**, **Documents**, **Employee Documents**, or, if applicable, under **Recent Pages**, select **Employee Documents**.

3. All available files appear. Click the **download icon** to select a document to view or download.

|	Document/File	Sent	Exp.	Receipt	Agree
	Reasonable Assurance Letter 2010 Reasonable Assurance Letter 2010.pdf	06-04-2010	N/A	✓	✓
	COBRA Letter COBRA Letter.pdf	07-04-2010	N/A	✓	
	Employee Phone Directory Employee Phone Directory.pdf	10-04-2010	N/A		
	Salary and Benefits Statement Salary and Benefits Statement.pdf	10-04-2010	N/A	✓	✓

Employee Documents

Select user
460

↻ Refresh

4. When the Document Download screen appears, click **Download File**.
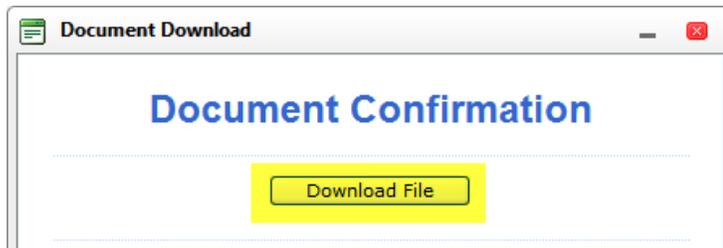
5. You can view the document and, if necessary, save a copy onto your PC. If you do not want to save a copy of the document, complete **Step 6**, then skip to **Step 9**.

6. Click **Open** to preview the document; close the preview when you are finished.

7. If you want to save a copy of the document on your PC, click **Save**.

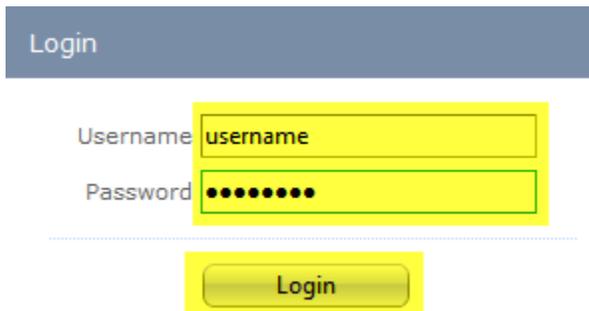**8.** A **Save As** box appears. Choose a **location**, assign a **File name** and click **Save**.
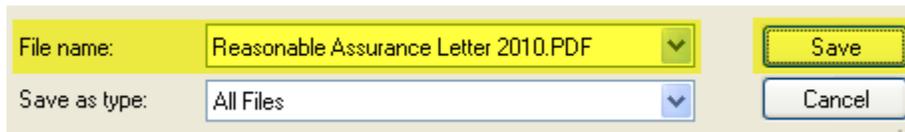
9. After viewing or saving the document, you may be required to acknowledge that you've **(1)** downloaded and read the document and you may *further* be required to **(2)** agree or consent to the terms of the document. If so, **check the appropriate box or boxes**.
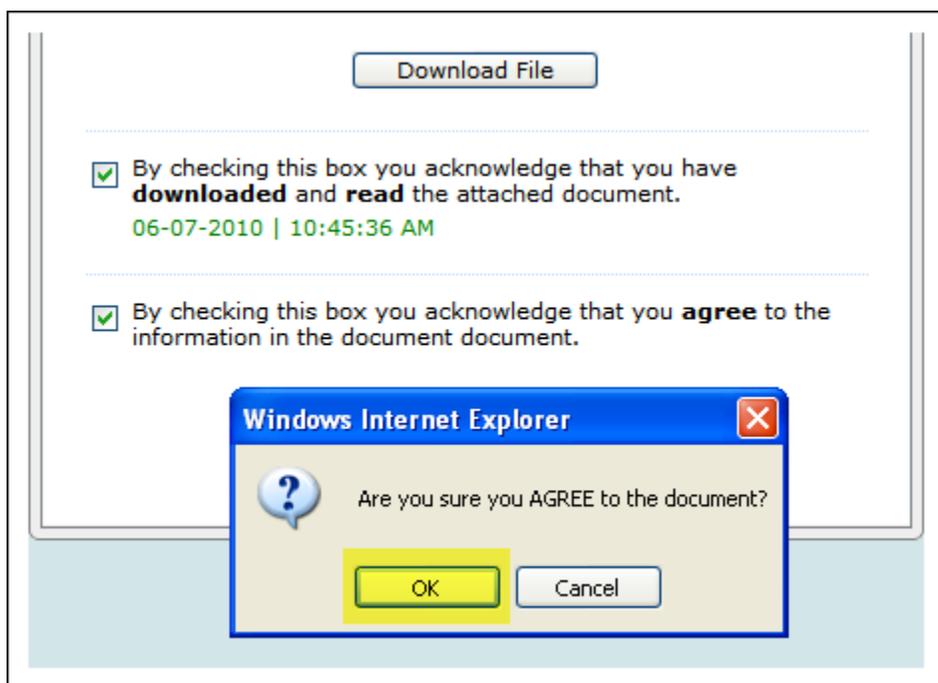
10. You can exit the screen by clicking the red **"X"** in the upper right-hand corner .

To view your pay stub:

1. Please click the <mark>link to the Web Portal</mark>, most likely on your school's website.

2. Enter your <mark>username</mark> and <mark>password</mark> then click <mark>Login</mark>. (If you do not know your username and password, ask your Technologist.)

3. Please go to <mark>Financial</mark>, <mark>Paycheck History</mark>:

4. Your *most recent* paycheck is displayed. To view older paychecks, click the <mark>dropdown arrow</mark> and <mark>select a date</mark> or use the <mark>Previous Paycheck</mark> / <mark>Next Paycheck</mark> buttons:

Click the blue down arrow and use the scrollbar to see paycheck history.

5. Click <mark>Logout</mark> in the upper right-hand corner when you are finished.

🖨/💾 **Need to print or save a copy of your paycheck?**

To print a copy of the paycheck:

1. Click the **Print icon** 🖨 near the top, center of the screen.

2. Choose a **printer**.

3. Click **Print**.

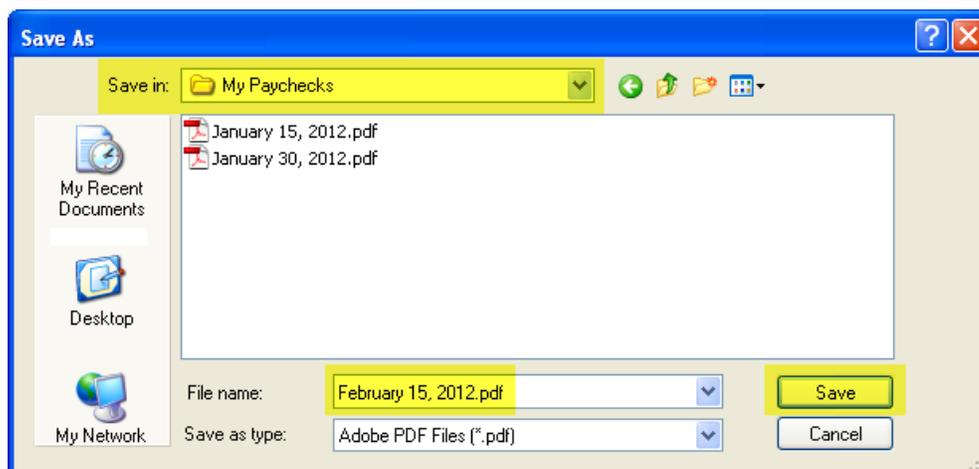**To save a .PDF copy of your paycheck:**

1. Choose **Acrobat (PDF)** file from the Export drop-down list.

2. Click **Export**.

3. A File Download menu appears; click **Save**:
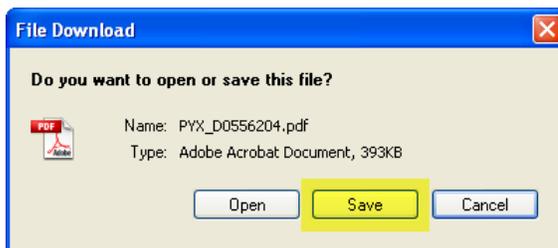
4. When the "Save As" dialog box appears, use the "Save in" drop-down list to **verify or change the location** where the file will be saved:

5. In the File name field, **assign a filename** and remember to **leave the ".PDF"** after the file name.

6. Click **Save**.

To view and/or print your W2:

1. Click the **link to the Web Portal**, most likely on your school's website.

2. Enter your **username** and **password** then click **Login**. (If you do not know your username and password, ask your Technologist.)

3. Please go to **Financial**, **W2 Print**
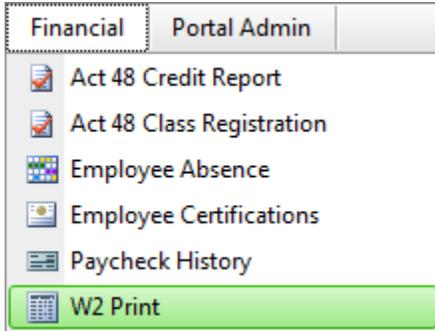
4. Your W2 appears. If you want to print a copy of your W2, click the **Print icon** near the top, center of the screen, **choose a printer** and click **Print**.

5. Click **Logout** in the upper right-hand corner when you are finished.

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To view your absences:

1. Click the link to the Web Portal, most likely on your school's website.

2. Enter your username and password then click Login. (If you do not know your username and password, ask your Technologist.)

3. Please go to Financial, Employee Absence, Absence Report:

The YTD Absence Summary shows your Beginning and Remaining Balances for the entire year:

YTD Absence Summary

Group: [20] TEACHER

Dates: 07-01-2011 to 06-30-2012

Description	Beg. Balance	Allotment	Taken	Requested	Remaining
Personal	0.00	3.00	0.00	0.00	3.00
Sick	13.00	10.00	0.00	0.00	23.00

The **Absence Detail** lists the dates of each absence. You can use the dropdown (next to the words "Absence Detail") to select the beginning month:

Absence Detail Apr – 2010 ▼ to Mar – 2011

Description	Type	Date	Day	Length
🟩 Sick	T	04-23-2010	Fri	1.00
☐ Sick Bank Donated	T	04-23-2010	Fri	1.00
☐ Professional	T	05-03-2010	Mon	1.00
☐ Professional	T	05-04-2010	Tue	1.00
🟪 Personal	T	05-13-2010	Thu	1.00
☐ Professional	T	05-18-2010	Tue	1.00
☐ Jury	T	05-26-2010	Wed	1.00
☐ Professional	T	06-08-2010	Tue	1.00
🟪 Personal	A	07-01-2010	Thu	3.00
🟩 Sick	A	07-01-2010	Thu	10.00
🟩 Sick	B	07-01-2010	Thu	7.00
🟩 Sick	B	07-02-2010	Fri	1.00

April 2010

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

May 2010

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

June 2010

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

July 2010

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

August 2010

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

September 2010

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

4. Click **Logout** in the upper right-hand corner when you are finished.

To view your benefit information:

1. Click the **link to the Web Portal**, most likely on your school's website.

2. Enter your **username** and **password** then click **Login**. (If you do not know your username and password, ask your Technologist.)

3. Please go to **Financial**, **Fringe Benefits**:

4. Your benefits costs are listed in the **Employee Monthly Cost** column. Click **Logout** in the upper right-hand corner when you are finished:

Fringe Benefit	Plan	Employee Monthly Cost	District Monthly Cost	Beginning Coverage Date	Cost Effective Date
Dental DE	Professionals (Family) PROF-FA	$0.00	$86.18	06-01-2008	07-01-2010
Medical - PPO (Medical) PP	Professionals (Family) PROF-FA	$55.00	$1,249.35	07-01-2009	09-01-2011
Vision VI	Professionals (Family) PROF-FA	$11.70	$0.00	06-01-2008	07-01-2010
Accidental Death $50,000.00 AD	Profs. - Accidental (Active) PROF-AA	$0.00	$1.00	09-01-2006	07-01-2010
Life Insurance $50,000.00 LI	Professionals - Life (Active) PROF-LA	$0.00	$11.00	09-01-2006	07-01-2010
Supplemental Life $25,000.00 SL	Professionals PROF-34	$2.50	$0.00	09-01-2006	07-01-2010
Short Term Disability STD	Professionals (Individual) PROF-IN	$0.00	$4.75	11-01-2006	07-01-2010
	Total Monthly Cost	$69.20	$1,352.28		

To view your certifications:

1. Click the link to the Web Portal, most likely on your school's website.

2. Enter your username and password then click Login. (If you do not know your username and password, ask your Technologist.)

3. Please go to Financial, Employee Certifications:
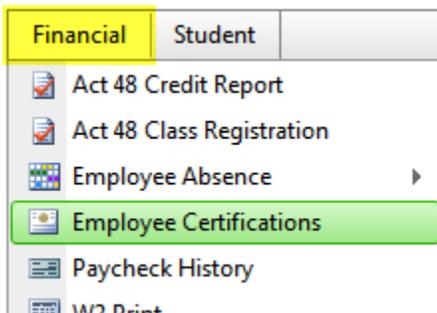
Your certifications appear:

4. Click Logout in the upper right-hand corner when you are finished.

To view your demographic information:

1. Click the **link to the Web Portal**, most likely on your school's website.

2. Enter your **username** and **password** then click **Login**. (If you do not know your username and password, ask your Technologist.)

Login

Username username
Password ●●●●●●●●

Login

3. Please go to **Financial**, **Act Employee Demographics**:

Financial | Student

Act 48 Credit Report
Act 48 Class Registration

Employee Directory
Employee Demographics
Fringe Benefits

Your demographic information appears:

Employee Name: Mr. John C. DemoEmployee
Address: 12345 Metro Lane
Metro, PA. 15102

Home Phone: (412) 555-1212
Work Phone: (412) 555-1212
Cell Phone:
Home Email: demoemployee@Myhome.net
Work Email: demoemployee@whsd.net

Gender: Male
Birth Date: 07/29/1982
Hire Date: 08/16/2006
Status: (A) Active

Emergency Contact Information
Name: John C. Demo
Phone: (412) 555-1212
Work Phone:
Comments:

4. Click **Logout** in the upper right-hand corner when you are finished.

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