

ProSoft Technologies, a division of Harris School Solutions

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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



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.

Selec	t user				
460					
	Document/File	Sent	Exn.	Receint	Aaree
G	Reasonable Assurance Letter 2010 Reasonable Assurance Letter 2010.pdf	06-04-2010	N/A	<i>⊘</i>	<i></i>
G	COBRA Letter COBRA Letter.pdf	07-04-2010	N/A	\checkmark	
G	Employee Phone Directory Employee Phone Directory.pdf	10-04-2010	N/A		
	Salary and Benefits Statement	10-04-2010	N/A	\checkmark	\checkmark

4. When the Document Download screen appears, click Download File.

Document Download	đ	_ 🛛					
Document Confirmation							
	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**.

File name:	Reasonable Assurance Letter 2010.PDF	*	Save
Save as type:	All Files	*	Cancel

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.



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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 **link to the Web Portal**, most likely on your school's website.
- 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, Paycheck History:



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

Previous Paycheck		Next Paycheck 🌵	
09-09-2011 D0312	478 \$1,252.29	\$1,770.84 💙	Click the blue down arrow and use
05-25-2011 D0308	42 \$1,268.68	\$1,836.83 ٨	the scrollbar to see paycheck history
05-10-2011 D0307	577 \$1,303.60	\$1,886.83	
04-20-2011 D0306	999 \$1,314.78	\$1,902.83	
04-08-2011 D0306	343 \$1,291.72	\$1,869.83 📥	
03-25-2011 D0305	585 \$1,245.63	\$1,803.83	
09-10-2011 D090E	100 I 61 345 69	1 ¢1 000 00	1

5. Click Logout 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** mear 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:

Save As							? 🗙
Save in	: 📄 My Payched	ks	*	3 🕫 🖻			
My Recent Documents	Danuary 15, 2	2012.pdf 2012.pdf					
Desktop							
	File name:	February 15, 2012.pdf		~	·	Save	
My Network	Save as type:	Adobe PDF Files (*.pdf)		~	·	Cancel	

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

Login	
Username	username
Password	
10350010	
	Login

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.)

Login	
Username	username
Password	•••••
	Login

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

Financial	Student		
🛃 Act 48 Credit Report			
🛃 Act 48 (Class Registra	ation	
🔛 Employee Absence 🕨 🕨			Approval Hierarchy Maintenance
🖭 Employ	ee Certificat	ions	Absence Requests
📰 Payche	ck History		Absence Report

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

YTD Absence Summary

[20] TEACHE	R		07	-01-2011 to	06-30-2012
Description	Beg. Balance	Allotment	Taken	Requested	Remaining
Personal		3.00			3.00
Sick	13.00	10.00			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	Туре	Date	Day	Length			Арг	ril 2(010					Ma	y 20	10					Jun	e 20	010		
Sick	т	04-23-2010	Fri	1.00	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
Sick Bank Donated	т	04-23-2010	Fri	1.00	28	29	30	31	1	2	3	25	26	27	28	29	30	1	30	31	1	2	3	4	5
Professional	т	05-03-2010	Mon	1.00	4	12	13	14	。 15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	11	19
Professional	т	05-04-2010	Tue	1.00	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
Personal	т	05-13-2010	Thu	1.00	25	26	27	28	29	30	1	23	24	25	26	27	28	29	27	28	29	30	1	2	3
Professional	т	05-18-2010	Tue	1.00	2	3	4	5	6	7	8	30	31	1	2	3	4	5	4	5	6	7	8	9	10
	т	05-26-2010	Wed	1.00			Jul	y 20)10				,	Augi	ust 2	2010)			Se	pter	nber	r 20	10	
		00 20 2010	-	1.00	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
Professional	Т	06-08-2010	Tue	1.00	27	28	29	30	1	2	3	25	26	27	28	29	30	31	29	30	31	1	2	3	4
Personal	Α	07-01-2010	Thu	3.00	4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11
Sick	А	07-01-2010	Thu	10.00	11	12	13	14	15	16	17	8	9	10	11	12	13	14	12	13	14	15	16	17	18
			Thu	7.00	18	19	20	21	22	23	24	15	16	17	18	19	20	21	19	20	21	22	23	24	25
SICK	в	07-01-2010	inu	7.00	25	26	27	28	29	30	31	22	23	24	25	26	27	28	26	27	28	29	30	1	2
Sick	в	07-02-2010	Fri	1.00	1	2	3	4	5	6	7	29	30	31	1	2	3	4	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.)

Login							
Userna Passw	me <mark>usernar</mark> ord •••••	ne					
Login							
Please go to <mark>Fi</mark>	nancial, Frir	<mark>nge Benefits</mark> :					
Financial	Student						



3.

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)	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	Profs Accidental (Active) PROF-AA		\$1.00	09-01-2006	07-01-2010
Life Insurance \$50,000.00	Professionals - Life (Active) PROF-LA	\$0.00	\$11.00	09-01-2006	07-01-2010
Supplemental Life \$25,000.00	Professionals PROF-34	\$2.50		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.)

Login	
Username	username
Password	•••••
	Login

3. Please go to **Financial**, **Employee Certifications**:



Your certifications appear:

14

Employee Certifications							
YEAR	DESCRIPTION	RECEIVED	EXPIRES				
2011-2012	English	07-01-2009					

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.
- 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:

Fin	ancial	Student				
	Act 48 Credit Report					
	Act 48 Class Registration					
60	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
Emergency Conta	ect Information
Littlergency Conta	
Name:	John C. Demo
Phone:	(412) 555-1212
Work Phone:	
Comments:	

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

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

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