RDA Systems ESS 2.0 PIM Employee User Guíde



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Initial Log In

Step 1: Go to the Organization's ESS Site O O O C https://warren-breeze.secure.openrda.net

Step 2: Username = Employee Personnel ID Number

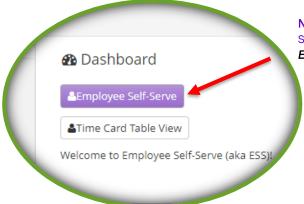
Example: 12345

Default Password = FIRSTNAMEMIDDLEINITIALLASTNAMELast4DigitsofSSN Example: ELMERJFUDD1234

rda	
12345 Forgot password? Forgot username?	
••••••	
Sign in	

NOTE: PLEASE KEEP the PASSWORD in a SAFE PLACE for FUTURE USE.

Step 3: Click Employee Self-Serve to OPEN Employee Master View



NOTE: Options displayed on the **Dashboard** (Employee Self-Serve, Time Card Table View, etc) are based on the **ESS Package** utilized by the *Organization*.





Change Password

Employees can CHANGE their *Password* from the Employee Master View.

Step 1: Click Change Password

Employee Master View	Return to Dashboard
Name: Brown Mahala L	
First:	Middle: Last: Request Data Change
Title:	Lineage: Change Password
Email:	
DOB:	
Home Phone:	Cell Phone:
Work Phone:	Extension:

- Step 2: Enter the New Password Step 3: Reenter the New Password
- Step 4: Click Confirm

Change Employee Passw	×
Username: New Password: ***** Reenter Password: ***** ✓ Confirm S Cancel	
Reenter Password: ****** Confirm © Cancel	

NOTE: RDA recommends keeping the New Password in an Easily Accessible/Safe Place for future use.



Download Personnel Documents

Employees can DOWNLOAD *Personnel Documents* from the Employee Master View.

On the Files Tab ~ Download Personnel Documents

Check Stubs/Direct Deposit Transmittals, W2s, 1095s, and/or any other documents that have been made available by the *Organization's HR Dept* to *Employees* through **ESS**.

Addresses Physical Mailing Emerg	gency				
Files Leave Leave History	1	NOTE: Options displa	yed on the Emp	loyee	
🔁 Files		Master View (Files, Le			
Total: 28	5	solely at the discretion	on of the Organi	zation.	
Name	:	Туре	File Size	Created : Date ↓	
20220603_27138.pdf		Direct Deposit	23.2 KB	2022-06-03	Download
20220531_26868.pdf		Direct Deposit	23.2 KB	2022-05-31	Download
20220429_26553.pdf		Direct Deposit	23.3 KB	2022-04-29	Download
20220331_26237.pdf		Direct Deposit	23.2 KB	2022-03-31	Download
2021-W2-FORM-546001551263.pd	lf	Employee Efile	340.0 KB	2022-03-14	Download
20220228_25921.pdf		Direct Deposit	23.2 KB	2022-02-28	Download
20220131_25623.pdf		Direct Deposit	23.1 KB	2022-01-31	Download

Step 1: Choose Document ~ Click Download

Files					
otal: 28					
Name	:	Туре	File Size	Created : Date ↓	
20220603_27138.pdf		Direct Deposit	23.2 KB	2022-06-03	Download
20220531_26868.pdf		Direct Deposit	23.2 KB	2022-05-31	Download
20220429_26553.pdf		Direct Deposit	23.3 KB	2022-04-29	Download
20220331_26237.pdf		Direct Deposit	23.2 KB	2022-03-31	Download
2021-W2-FORM-546001551263.p	df	Employee Efile	340.0 KB	2022-03-14	Download
20220228_25921.pdf		Direct Deposit	23.2 KB	2022-02-28	Download
20220131_25623.pdf		Direct Deposit	23.1 KB	2022-01-31	Download
2020-W2-FORM-546001551250.p	df	Employee Efile	134.9 KB	2022-01-11	Download
20211221_25323.pdf		Direct Deposit	23.2 KB	2021-12-21	Download
20211215_25061.pdf		Direct Deposit	23.2 KB	2021-12-15	Download



View/Export Leave Balances

Employees can VIEW/EXPORT Leave Balances from the Employee Master View.

On the Leave Tab ~ View/Export Leave Balances

Addresses	_				_		
Physical	Mailing	Emergency					
	/						
				Options display	od on	the Employee	
Files Leav	e Leav	e History				ave History) are	
			solely	at the discretion	n of the	e Organization.	
🖾 Leave							
Total: 6 📙 🗴	Ľ.						
Type 🕇	:	Job Description	:	Balance	:	Unprocessed : Leave	Available Balance
ACCUM SICK		ELEMENTARY TEACHER (LOCA	L)	15		3.0	12.0

Step 1: Click Export to pdf OR Export to Excel to Download Leave Balances

Files Leave L	eave History			
🕒 Leave				
Total 6 🔀 🛣 🗕	2			
Type 🕇	Job Description	Balance :	Unprocessed Leave	Available Balance
ACCUM SICK	ELEMENTARY TEACHER (LOCAL)	15	3.0	12.0
JURY DUTY	ELEMENTARY TEACHER (LOCAL)	15	0.0	15.0
LEAVE DOCKED	ELEMENTARY TEACHER (LOCAL)	15	0.0	15.0
LEAVE DOCKED	ELEMENTARY TEACHER (LOCAL)	15	0.0	15.0
JURY DUTY	ELEMENTARY TEACHER (LOCAL)	15		15.0

NOTE: The option to DISPLAY Employee *Leave Balances* on the **Employee Master View** is SOLELY at the DISCRETION of the *Organization*.