


RDA Systems
ESS 2.0 PIM
Employee
User Guide

Table of Contents

Initial Log In	1
Change Password	2
Download Personnel Documents	3
View/Export Leave Balances	4

Initial Log In

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

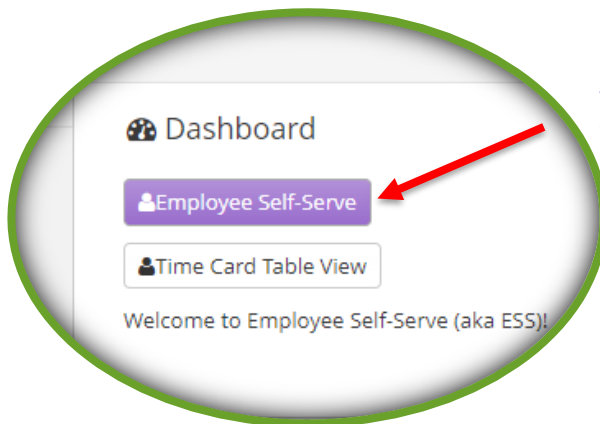
Step 2: Username = Employee Personnel ID Number
Example: 12345

Default Password = FIRSTNAME MIDDLE INITIAL LAST NAME Last 4 Digits of SSN
Example: ELMERJFUDD1234



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

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

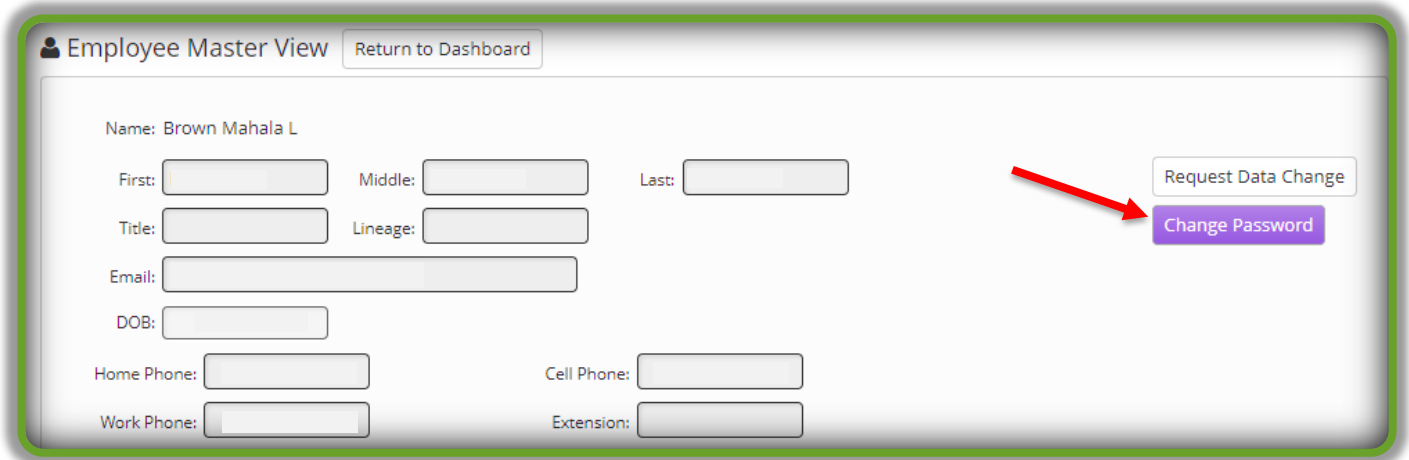


NOTE: Options displayed on the **Dashboard** (*Employee Self-Serve, Time Card Table View, etc*) are based on the **ESS Package** utilized by the *Organization*.

Change Password

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

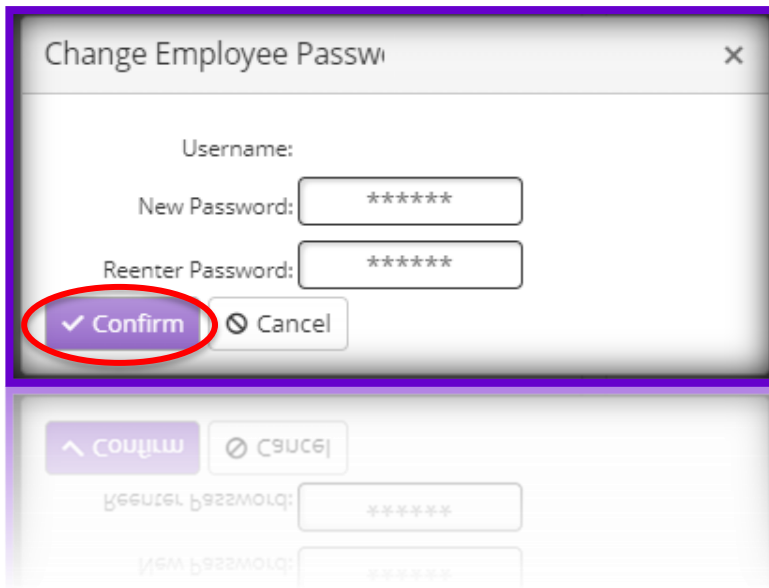
Step 1: Click Change Password



Step 2: Enter the New Password

Step 3: Reenter the New Password

Step 4: Click Confirm



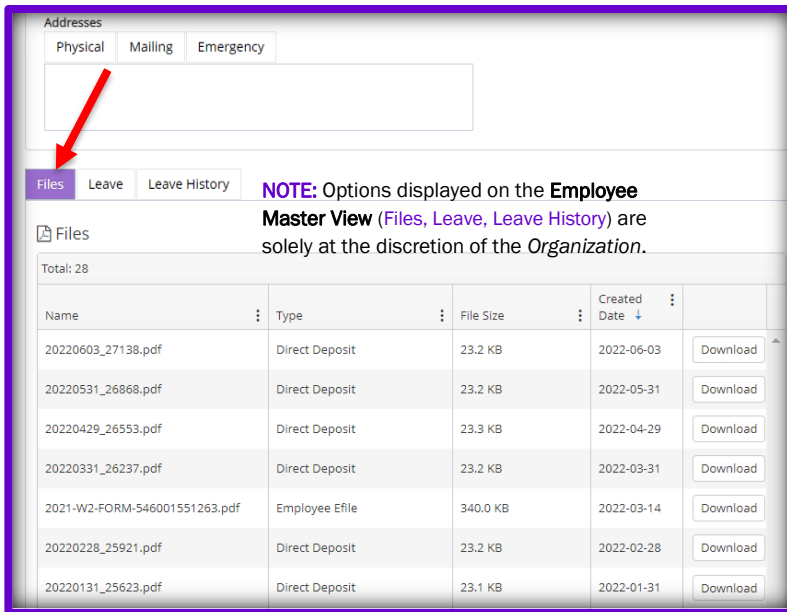
NOTE: RDA recommends keeping the **New Password** in an *Easily Accessible/Safe Place* for future use.

Download Personnel Documents

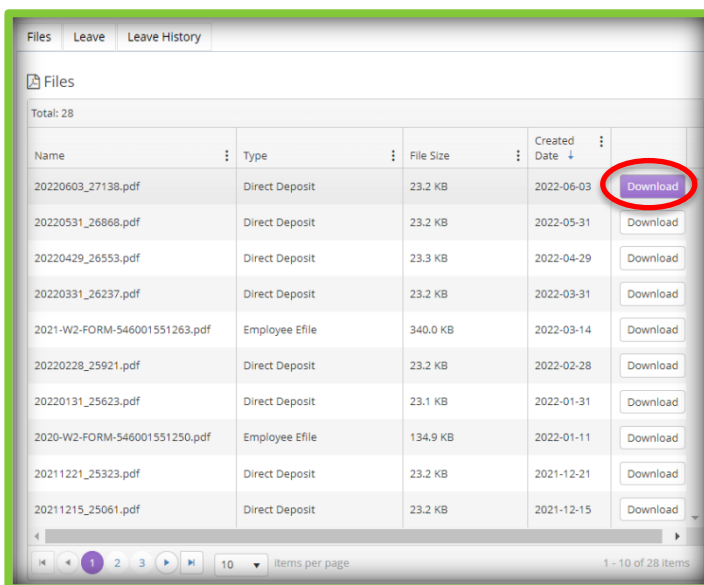
Employees can DOWNLOAD *Personnel Documents* from the **Employee Master View**.

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.



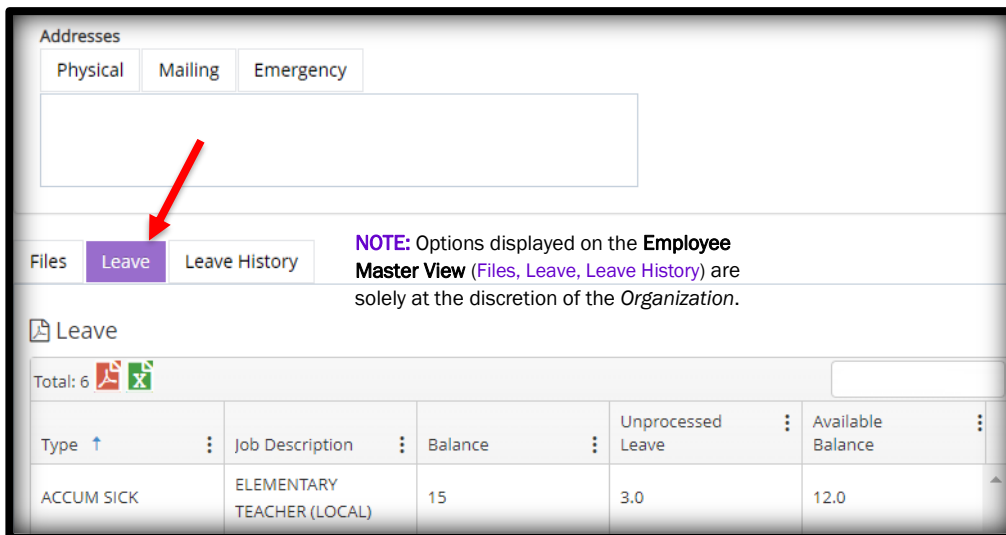
Step 1: Choose Document ~ Click Download



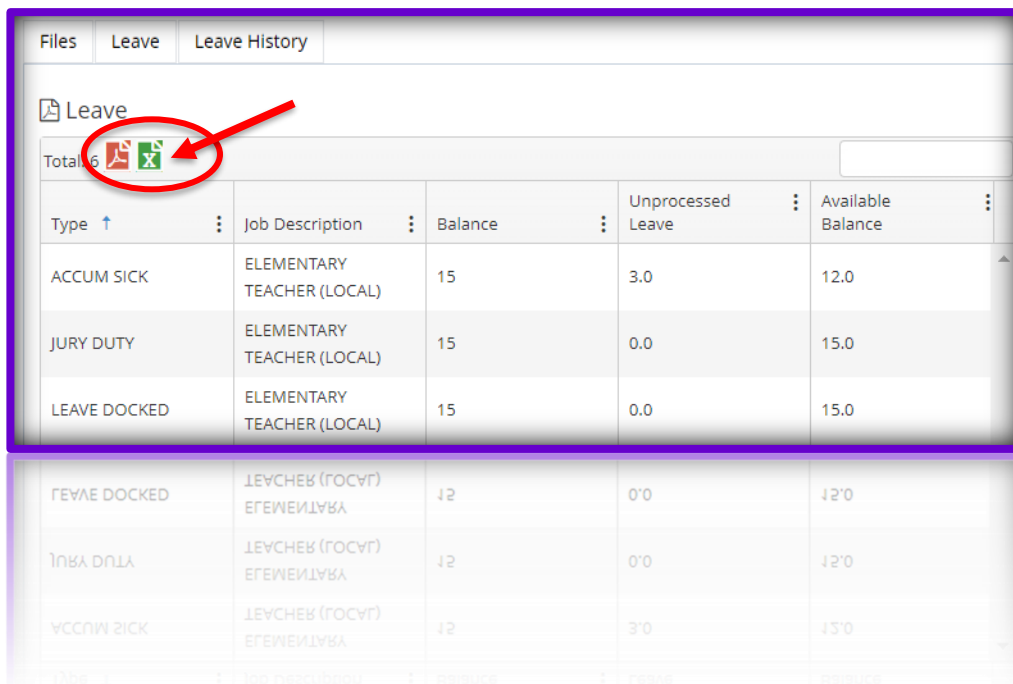
View/Export Leave Balances

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

On the **Leave Tab** ~ View/Export Leave Balances



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



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