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*.