

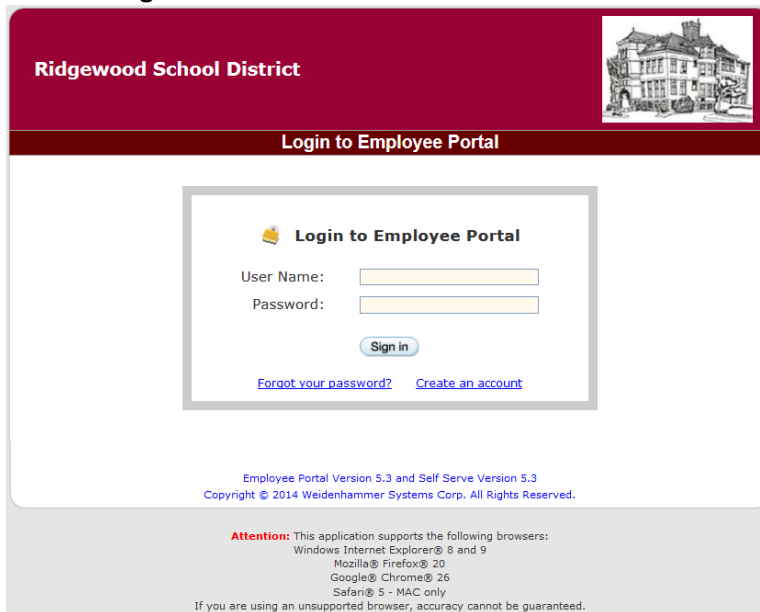
Employee Portal Access

The **Employee Portal** is the District provided resource for access to all of your **Payroll, Leaves, Benefits & Deductions** information. The access **you** create is restricted to your unique username and password combination and is tied to the email address set in the **Create New Account** screen in the initial setup. Human Resources will provide each new employee with your unique **Employee Number**.

Please note that this username and password combination **is not** connected to your network account and does **not change** when you change your network/email password.

This document is intended to provide you with an overview of the function of the **Employee Portal**.

Employee Portal login screen



Existing Users:

Enter the username and password you created when setting up your account.

Forgot your password?

This link is used if you need to reset your Employee Portal password. It is an automated process and the Portal will send an email to the address you entered in the Profile Information for the portal. The link included in the email is valid for 48 hours.

Dear

Please visit the link below to reset your password to your Employee Portal employee account. This link will expire in exactly 48 hours from Tuesday August 5, 2014 3:02 PM.

Please do not reply to this message for additional support. For support questions contact Richard Hoffmann at rhoffmann@ridgewood.k12.nj.us

<https://rpsalio04.ridgewood.k12.nj.us/eportal/employee/reset-password.php?lid=1407265351/1696206741/321593129/1/8533781349487265/569471502>

Ridgewood School District
49 Cottage Place
Ridgewood, NJ 07450
Email: noreply_eportal@ridgewood.k12.nj.us

Powered by Employee Portal

Please Note that there is a support contact link included in the message. **Do not** reply to the sending address of noreply_eportal@ridgewood.k12.nj.us.

New Users only:

Click on the **Create an account** link to setup your user account.

Ridgewood School District

Create New Account

* Required Information

Personal Information

* Employee No

* First Name

* Last Name

* Last 4 of Social Security No

* Birth Date

* Zip Code

Profile Information

* User Name Minimum 6 characters

* New Password Minimum 6 characters

* Confirm Password

* Email

Email will be used for system notification and retrieving login information

Employee Portal Version 5.3 and Self Serve Version 5.3
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Attention: This application supports the following browsers:
Windows Internet Explorer® 8 and 9
Mozilla® Firefox® 20
Google® Chrome® 26
Safari® 5 - MAC only
If you are using an unsupported browser, accuracy cannot be guaranteed.

You will need to fill in all of the information in this screen to configure your **Employee Portal** account.

Personal Information:

The **Personal Information** section includes 6 key pieces of information that must match the data Human resources entered when creating your employee record.

1. Human Resources will provide each new employee with your unique **Employee Number**.
2. **First Name** must be your full legal First Name
3. **Last Name** must be your legal Last Name.
4. **Last 4 of Social Security No** your last 4 digits
5. **Birth Date**
6. **Zip Code** is the Zip for your home address.

If the set up process returns an error please check for typos in each field. If the data you entered is correct please contact Human Resources to identify the data that needs to be corrected.

Profile Information:

You create your unique **User Name** and the **Password** for your Employee Portal account.

DO NOT use your Ridgewood email address to configure this account.

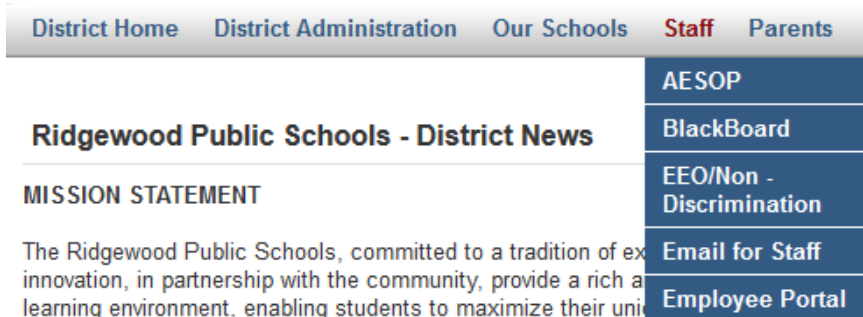
When you complete the form and click the Submit button employee portal will send a confirmation email with a link to the address you entered into the Profile Information. You will have 48 hours to complete the setup by logging in to the portal.

When you return to the **Employee Portal** after creating your account enter the **User Name** and **Password** you created.

Employee Portal site overview

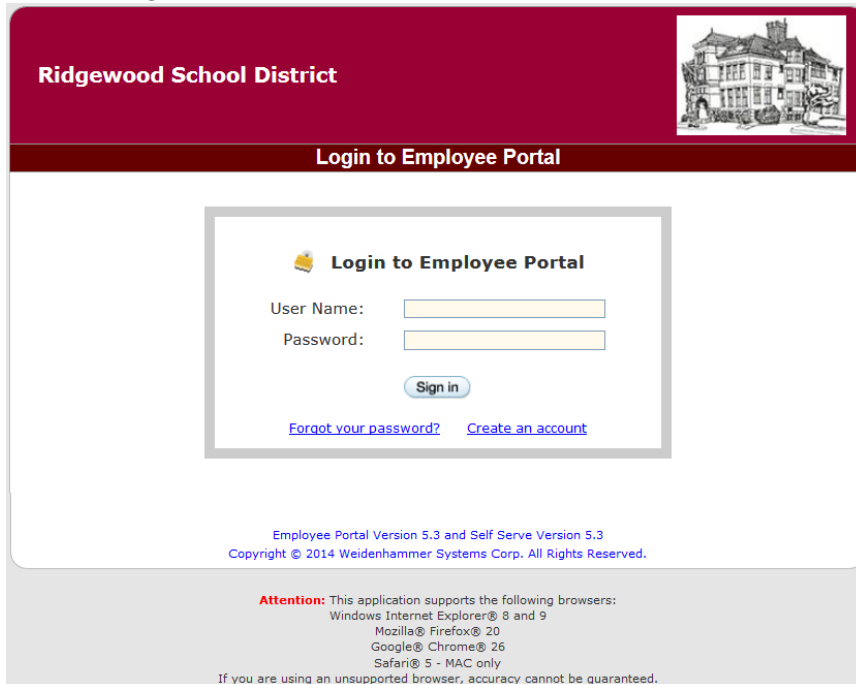
Login to **Employee Portal** from any supported web browser.

The web address is: <https://rpsalio04.ridgewood.k12.nj.us/eportal/employee/login.php>. A link is also available through the staff dropdown on the District homepage



The screenshot shows a navigation menu with the following items: District Home, District Administration, Our Schools, Staff, and Parents. Below the menu, there is a section for "Ridgewood Public Schools - District News" with a "MISSION STATEMENT" and a brief description of the district's commitment. To the right of the news section is a vertical dropdown menu with the following options: AESOP, BlackBoard, EEO/Non - Discrimination, Email for Staff, and Employee Portal. The "Employee Portal" option is highlighted in blue.

Employee Portal Login Screen



The screenshot shows the login screen for the Ridgewood School District Employee Portal. The header features the district name and a logo. Below the header is a "Login to Employee Portal" section with a form containing fields for "User Name:" and "Password:", a "Sign in" button, and links for "Forgot your password?" and "Create an account". At the bottom, there is a version notice and a browser compatibility warning.

Ridgewood School District

Login to Employee Portal

Login to Employee Portal

User Name:

Password:

[Sign in](#)

[Forgot your password?](#) [Create an account](#)

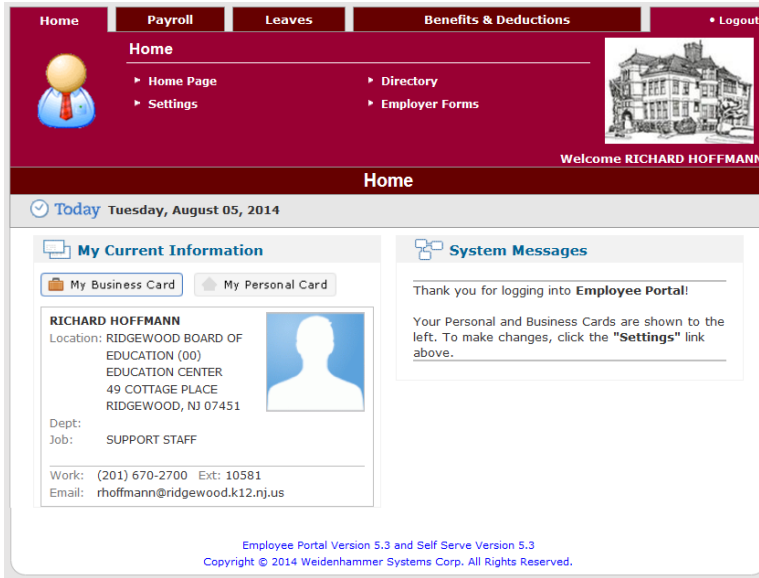
Employee Portal Version 5.3 and Self Serve Version 5.3
Copyright © 2014 Weidenhammer Systems Corp. All Rights Reserved.

Attention: This application supports the following browsers:
Windows Internet Explorer® 8 and 9
Mozilla® Firefox® 20
Google® Chrome® 26
Safari® 5 - MAC only
If you are using an unsupported browser, accuracy cannot be guaranteed.

Enter the **User Name** and **Password** that you created for the Portal.

Once you sign in the **Employee Portal** will open to your Home page. The following screen shots cover the information available to you on the **Home** tab.

Home Tab



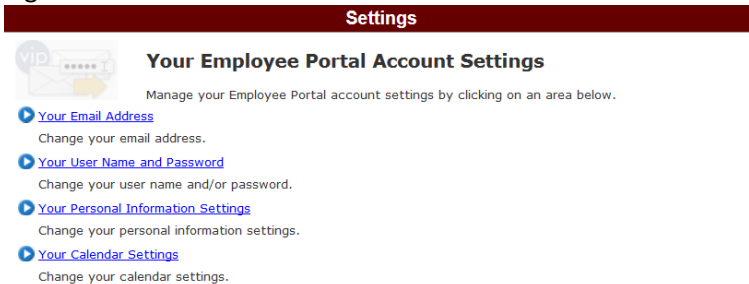
The screenshot shows the Home Tab of the Employee Portal. At the top, there are navigation tabs: Home, Payroll, Leaves, Benefits & Deductions, and Logout. The Home tab is active. Below the navigation, there is a 'Home' section with a user profile icon and a list of links: Home Page, Settings, Directory, and Employer Forms. A 'Welcome RICHARD HOFFMANN' message is displayed. Below this, there is a 'Today Tuesday, August 05, 2014' status bar. The main content area is divided into two sections: 'My Current Information' and 'System Messages'. The 'My Current Information' section shows the user's business card and personal card, with the business card selected. The personal card displays the user's name, location, department, job, work phone, and email. The 'System Messages' section contains a message thanking the user for logging in and providing instructions on how to update their information. At the bottom, there is a footer with version information and copyright notice.

Click on **Settings** to update/edit information for your records.



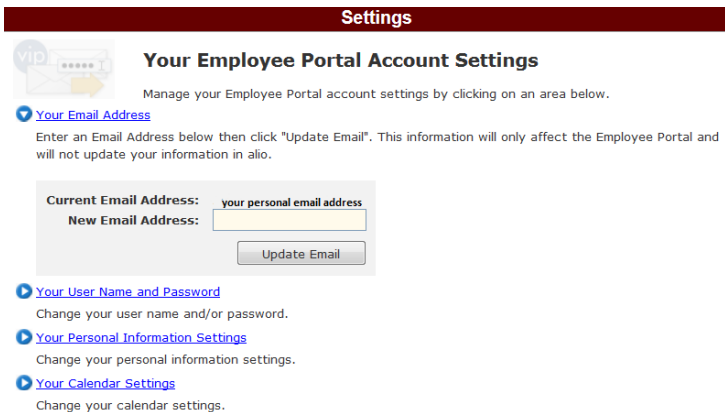
The screenshot shows the Settings Tab of the Employee Portal. The navigation tabs are the same as in the Home Tab, but the Settings tab is active. The 'Settings' section is displayed, with a user profile icon and a list of links: Home Page, Settings, Directory, and Employer Forms. The 'Settings' link is highlighted. The 'Welcome RICHARD HOFFMANN' message is still present.

The **Settings** information that you have access to edit or configure are accessible by clicking on the hyperlinks in the Settings screen.



The screenshot shows the 'Your Employee Portal Account Settings' screen. The title is 'Your Employee Portal Account Settings' and the subtitle is 'Manage your Employee Portal account settings by clicking on an area below.' There are four links with descriptions: 'Your Email Address' (Change your email address.), 'Your User Name and Password' (Change your user name and/or password.), 'Your Personal Information Settings' (Change your personal information settings.), and 'Your Calendar Settings' (Change your calendar settings.).

Your Email Address



The screenshot shows the 'Your Employee Portal Account Settings' screen with the 'Your Email Address' link selected. The title is 'Your Employee Portal Account Settings' and the subtitle is 'Manage your Employee Portal account settings by clicking on an area below.' There is a form with two input fields: 'Current Email Address:' and 'New Email Address:'. The 'Current Email Address:' field contains the text 'your personal email address'. Below the form is an 'Update Email' button. Below the form, there are three links with descriptions: 'Your User Name and Password' (Change your user name and/or password.), 'Your Personal Information Settings' (Change your personal information settings.), and 'Your Calendar Settings' (Change your calendar settings.).

Your User Name and Password

Settings



Your Employee Portal Account Settings

Manage your Employee Portal account settings by clicking on an area below.

[Your Email Address](#)

Change your email address.

[Your User Name and Password](#)

User Name

Enter a new User Name of a minimum 6 characters. Then click "Update User Name".

Current User Name:	rdhoffmann
New User Name:	<input type="text"/>
<input type="button" value="Update User Name"/>	

Password

Enter your current password in "Old Password". Then enter your new password below and click "Update Password".

Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Re-type New Password:	<input type="password"/>
<input type="button" value="Update Password"/>	

[Your Personal Information Settings](#)

Change your personal information settings.

[Your Calendar Settings](#)

Change your calendar settings.

Your Personal Information Settings

Settings



Your Employee Portal Account Settings

Manage your Employee Portal account settings by clicking on an area below.

[Your Email Address](#)

Change your email address.

[Your User Name and Password](#)

Change your user name and/or password.

[Your Personal Information Settings](#)

Select the checkboxes below to display related information in the Directory. Click "Update Settings" to commit your changes.

<input checked="" type="checkbox"/>	Display Home Address
<input checked="" type="checkbox"/>	Display Home Phone
<input type="button" value="Update Settings"/>	

[Your Calendar Settings](#)

Change your calendar settings.

Your Calendar Settings

Settings



Your Employee Portal Account Settings

Manage your Employee Portal account settings by clicking on an area below.

[Your Email Address](#)

Change your email address.

[Your User Name and Password](#)

Change your user name and/or password.

[Your Personal Information Settings](#)

Change your personal information settings.


[Your Calendar Settings](#)

Select the starting and ending month for the calendar displayed on the Pay Check Calendar and Leave Balances pages. Click "Update Settings" to commit your settings.

Starting Month:	<input type="text" value="07"/>
Ending Month:	<input type="text" value="06"/>
<input type="button" value="Update Settings"/>	

Directory

Company Directory

 **Search:** **Location:**

A	A	ABRUNZO, GEORGIA	ACOSTA, SILVIA
B		ADAY, DOUGLAS	AHN, HEE-SUNG
C		AHN, HYOUNG	ALBERGATE, ANTHONY
DE		ALEXANDER, MARIE	ALLEVI, ANN
F		ALTIERI, JOHN	AMACKER, CHERYL
G		AMARAL, CARLA	AMES, LINDA
HI		AMORUSO, SEAN	AMUNDSEN, CHRISTINE
J		AN, HYUNSEUNG	ANDERSON, CHRISTINE
K		ANDERSON, DEBRA	ANDREWS, JULIA
L		ANFUSO-DEENEY,	ANGUS, MASON
MO		ANGELA	
PQ		ANTONELLIS, DONNA	APPEL, CHARLES
R		APRYASZ, JESSICA	ARANA, ADA
S		ARCEDE, FRANCIS	ARDELLE, RYAN
TV		ARDITO, JESSICA	ARGILA, PETER
W-Z		AROMANDO, KAREN	ASKIN, HEIDI
		AUSTIN, SAWYER	AYNILIAN, ELIZABETH
		AZZOPARDI, DEIRDRE	

Name:
Location:
Dept:
Job:

Work:
Email:

This is a searchable directory of all district employees. If you unchecked the Display Home Address and Phone in the Your Personal Settings section of Settings no information will appear in the My Personal Card section.

Employer Forms

Employer Forms

Human Resources

- [Instructions for Using alio Employee Portal](#)
- [Edit-change personal card information](#)

General Forms & Information

- [Request Personal Business Day](#)
- [Request Leave of Absence](#)
- [Request Vacation-Recess Day](#)
- [Personnel File Changes Form](#)
- [Frequently Called Telephone Numbers](#)
- [Teacher Salary Classification Change Notice Form](#)
- [Request Form Teacher Salary Classification Change](#)
- [2012-2013 12-Month Calendar](#)
- [2013-2014 12-Month Calendar](#)

Insurance

- [Dental Form](#)
- [Request for Personal Representative Form](#)
- [NJ DIRECT CLAIM FORM](#)

REA CONTACT 2012-2015

- [RIDGEWOOD EDUCATION ASSOCIATION CONTRACT 2012-2015](#)

Payroll

- [Summer Savings](#)
- [Time Card](#)
- [Frequently Called Telephone Numbers](#)
- [Visions FCU Deduction Form](#)
- [Contract Paydates](#)
- [Direct deposit](#)
- [Supplimental Paydates 2013-2014](#)
- [W4 2014](#)
- [W2 Instructions](#)
- [Instructions for NJ MBOS](#)
- [Contract Pay Dates 2014-2015](#)
- [Supplimental Paydates 2014-2015](#)

PERS Election Letter

- [2013 PERS Election](#)

The forms contained in this listing are downloadable copies. They require a PDF reader (Acrobat Reader or equivalent) to download and read.

Payroll Tab

Home
Payroll
Leaves
Benefits & Deductions
Logout

Pay Check Calendar

- ▶ Pay Check Calendar
- ▶ Salary Compensation

[▶ View W-2s](#)

Pay Check Calendar

Pay Check Calendar


Click on highlighted days to view Pay Check/Advice Detail.
 = Pay Day

Today
< 2014 - 2015 >

July 2014							August 2014							September 2014							October 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	1	2	3	4	5	27	28	29	30	31	1	2	31	1	2	3	4	5	6	28	29	30	1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1
3	4	5	6	7	8	9	31	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8
November 2014							December 2014							January 2015							February 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	31	1	30	1	2	3	4	5	6	28	29	30	31	1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31	1	2	3	25	26	27	28	29	30	31	1	2	3	4	5	6	7
30	1	2	3	4	5	6	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14
March 2015							April 2015							May 2015							June 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	29	30	1	2	31	1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31	1	2	3	4	26	27	28	29	30	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	31	1	2	3	4	5	6	5	6	7	8	9	10	11

Pay dates are indicated by the green highlight on the dates. Current and past pay dates are the only days that you can access **Pay Check/Advice Detail** information form. To access the information click on the highlighted date and the **Paycheck/Advice Detail** screen will open.

Paycheck/Advice Detail

Pay Check/Advice Detail									
 Past Pay Checks <input type="text"/>									
Pay Check/Advice									
Employee Name	Employee Number	Withholding Status Federal State		Add Withholding Federal State		Check Date	Check Number		
		S 3 3				07/30/2014			
Employer Name	Pay Period Start	Pay Period End		Check Message					
Ridgewood School District	07/16/2014	07/30/2014							
Earnings				Deductions/Benefits					
Rate	Time	Amount	Description	Description	Deduction Amount	YTD Deduction Amount	Benefit Amount	YTD Benefit Amount	
	0		SUPPORT	DFPP 75,001-80,000					
				FLI NJ Fam Leave Ins					
				HDPP 75,001-80,000					
				MEDB Employer Medicare					
				MEDD Employee Medicare					
				NJA NJ WH Tax					
				PERS PERS Pension					
				PRBL PERS Contributory Ins					
				SSD Employee Social Security					
				SUI SUI Unemployment					
				TSAT TEMPLETON TSA					
				SSB Employer Social Security					
				PR12 Imputed Income					
				FEDS Federal Taxes - Single					
Direct Deposit									
DFI Bank No	DFI Bank Name			DFI Account Number			Amount		
	TD BANK						*****		
	GROSS	TAX DEFERRED DEDUCTIONS	SEC. 125	TAXABLE EARNINGS	FEDERAL TAX WITHHELD	STATE TAX WITHHELD	MISC. DEDUC.	SOC. SEC. MEDICARE	NET PAY
Current									
YTD									

This screen shows all of the Pays, Deductions and Benefits included in your records.

Salary Compensation


Home	Payroll	Leaves	Benefits & Deductions	Logout
 <h3>Salary Compensation</h3> <ul style="list-style-type: none"> Pay Check Calendar View W-2s Salary Compensation  <p>Welcome RICHARD HOFFMANN</p>				
<h3>Salary Compensation</h3>				
 Work Calendar Year: <input type="text"/>				

Please select a Work Calendar Year

Choose the appropriate Work Calendar Year from the dropdown box and the data for that year will populate the display.

Salary Compensation data

Salary Compensation


Work Calendar Year: 2015

Salary Compensation Information for 2015

Job Information (01)

Job Code: SUPPORT STAFF
Employee Category: SUPPORT STAFF
Work Location: RIDGEWOOD BOARD OF EDUCATION (00)

	Start Date	End Date
Work Calendar	07/01/2014	06/30/2015

Salary Information

Calendar:
Schedule: UNAFFILIATED EMPLOYEES
Period Rate: \$

Schedule Level:
Daily Rate: \$

	Salary	Days
Contract		240.00
Full Year		240.00

Pay Frequency: Semi Monthly
Schedule Step:
Hourly Rate: \$

	FTE	Hours
Actual	1.00	7.00

Benefit Information

*Active benefits as of Work Calendar Start Date


Plan	# Premiums	Amount	Percent	Start Date	End Date	Total
MEDB Employer Medicare (01)	24	0.00	1.45			
PR12 Imputed Income (50)	24	0.23	0.50			
SSB Employer Social Security (01)	24	0.00	6.20			

Summary

Total Salary: \$	Total Benefits: \$	Total Compensation: \$
-------------------------	---------------------------	-------------------------------


View W-2s

Home
Payroll
Leaves
Benefits & Deductions
Logout



View W-2s

- ▶ Pay Check Calendar
- ▶ Salary Compensation
- ▶ View W-2s



Welcome RICHARD HOFFMANN

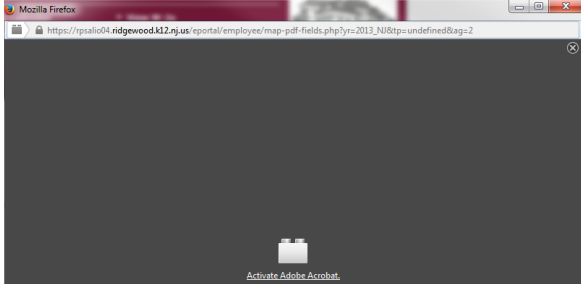
- Download W-2 statements for [2013](#) NJ
- Download W-2 statements for [2012](#) NJ
- Download W-2 statements for [2011](#) NJ
- Download W-2 statements for [2010](#) NJ

Employee Portal Version 5.3 and Self Serve Version 5.3
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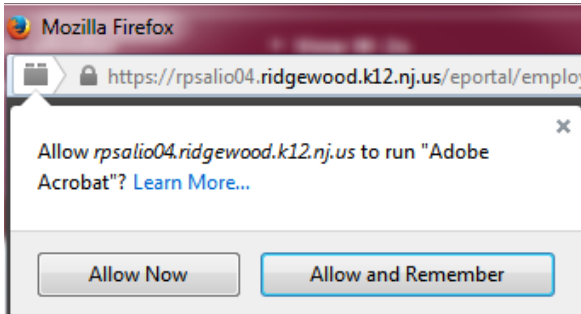
Copies of all your available W-2s from alio records can be accessed through this screen. Click on the W-2 from the year that you want to download. This generates a PDF form in another tab on your Browser. If you have trouble viewing the W-2 check your Pop-up Blocker settings. Also, refer to the W-2 Instructions information posted in the Employer Forms section under Payroll on the **Home** tab.

You might need to enable Adobe Acrobat within your web browser in order for the form to be rendered. The following screenshot show the steps in Firefox. Click on the **Activate Adobe Acrobat** under the building block graphic on the screen.

Activate Adobe Acrobat



Click **Allow** and **Remember** to have the W-2 data load.



The W-2 renders as a Reissued Statement because the district provides all staff members with a printed copy of the W-2

https://rpsalio04.ridgewood.k12.nj.us/eportal/downloads/reissue_w2.pdf

Please fill out the following form. You can save data typed into this form.

Void <input type="checkbox"/>		a Employee's social security number		For Official Use Only OMB No. 1545-0008	
b Employer identification number (EIN) 22-6002259		1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code Ridgewood School District 49 Cottage Place Ridgewood, NJ 07450		3 Social security wages		4 Social security tax withheld	
d Control number		5 Medicare wages and tips		6 Medicare tax withheld	
e Employee's first name and initial		7 Social security tips		8 Allocated tips	
Last name		9		10 Dependent care benefits	
Suff.		11 Nonqualified plans		12a See instructions for box 12	
f Employee's address and ZIP code		13 Statutory employee <input type="checkbox"/> Nonstatutory employee <input checked="" type="checkbox"/> Self-employed <input type="checkbox"/>		12b Code C	
15 State Employer's state ID number NJ 226002259000		14 Other SUI PENS		12c Code E	
16 State wages, tips, etc.		17 State income tax		12d Code DD	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name	
		-FLI			

Form **W-2 Wage and Tax Statement** 2013
 Department of the Treasury—Internal Revenue Service
 Copy A For Social Security Administration — Send this entire page with
 Form W-3 to the Social Security Administration; photocopies are not acceptable.
 Do Not Cut, Fold, or Staple Forms on This Page
 Cat. No. 10134D

Benefits & deductions tab



Active Deductions

Active Deductions					
Plan	Amount	Percent	Amount YTD	Start Date	End Date
DFPP 75,001-80,000 (13)					
FEDS Federal Taxes - Single (01)					
FLI NJ Fam Leave Ins (01)		0.10			
HDPP 75,001-80,000 (12)					
HPPT CIGNA PRE-TAX (01)					
MEDD Employee Medicare (01)		2.35			
NJA NJ WH Tax (01)		1.50			
PERS PERS Pension (01)		6.92			
PRBL PERS Contributory Ins (01)		0.50			
SSD Employee Social Security (01)		6.20			
SUI SUI Unemployment (01)		0.43			
TSAT TEMPLETON TSA (07)					

<< < 1 > >> Page: 1

The Active Deductions screen displays only your currently active deductions.

Active Benefits


Active Benefits					
Plan	Amount	Percent	Amount YTD	Start Date	End Date
MEDB Employer Medicare (01)		1.45			
PR12 Imputed Income (50)		0.50			
SSB Employer Social Security (01)		6.20			

<< < 1 > >> Page: 1


The Active Deductions screen displays only your currently active benefits.

Leaves Tab

Home
Payroll
Leaves
Benefits & Deductions
Logout



Leave Balances



▶ Leave Balances
▶ Leave Details

Leaves Balances

This screen show all of the Leaves Types you available to you. The top section identifies each leave type. You can click on the hyperlink in the Leaves type column to see the details related to the leave type. The Calendar view also allows you to click on the date to see details for the leave type. It opens the **Leave Detail** screen

Leave Balances						
Leave Type: <input type="text" value="All"/>						
Leave Type	Hours/Days	Beginning Balance	Earned FTD	Pending*	Taken FTD	Ending Balance
FAMILY EMER. SUPPORT STAFF	DAILY	0.000000	2.000000	0.000000	0.000000	2.000000
JURY DUTY	DAILY	0.000000	0.000000	0.000000	0.000000	0.000000
PERSONAL 3 DAYS	DAILY	0.000000	3.000000	0.000000	0.000000	3.000000
PERSONAL SICK	DAILY		0.000000	0.000000	0.000000	
PROF DEV IN-DISTRICT	DAILY	0.000000	0.000000	0.000000	0.000000	0.000000
PROF DEV OUT-OF-DISTRICT	DAILY	0.000000	0.000000	2.000000	0.000000	0.000000
RECESS	DAILY		5.000000	0.000000	0.000000	
SICK 12 DAYS	DAILY		12.000000	0.000000	0.000000	
VACATION N	DAILY		20.000000	0.000000	0.000000	
VACATION SUPPORT STAFF	DAILY	0.000000	0.000000	0.000000	0.000000	0.000000

*Requests not finalized and any requests waiting processing in HRS.

FAMILY EMER. SUPPORT STAFF

PROF DEV IN-DISTRICT

VACATION N

JURY DUTY

PROF DEV OUT-OF-DISTRICT

VACATION SUPPORT STAFF

PERSONAL 3 DAYS

RECESS

PERSONAL SICK

SICK 12 DAYS

Today				< 2014 - 2015 >																							
July 2014		August 2014		September 2014		October 2014																					
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	1	2	3	4	5	27	28	29	30	31	1	2	31	1	2	3	4	5	6	28	29	30	1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
27	28	29	30	31	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1
3	4	5	6	7	8	9	31	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8
November 2014		December 2014		January 2015		February 2015																					
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	31	1	30	1	2	3	4	5	6	28	29	30	31	1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31	1	2	3	25	26	27	28	29	30	31	1	2	3	4	5	6	7
30	1	2	3	4	5	6	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14
March 2015		April 2015		May 2015		June 2015																					
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	29	30	1	2	31	1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31	1	2	3	4	26	27	28	29	30	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	31	1	2	3	4	5	6	5	6	7	8	9	10	11

Leaves Details

Leave Details							
							Leave Type <input type="text" value="All"/>
Leave Type	From	To	Description	Duration	Dock	Hour/Day	Posted
PROF DEV OUT-OF-DISTRICT	07/23/2014	07/23/2014		-1.000000	0.000000	DAILY	NOT POSTED
PROF DEV OUT-OF-DISTRICT	07/22/2014	07/22/2014		-1.000000	0.000000	DAILY	NOT POSTED
FAMILY EMER. SUPPORT STAFF	07/01/2014	07/01/2014	ACCRUAL	2.000000	0.000000	DAILY	POSTED
PERSONAL 3 DAYS	07/01/2014	07/01/2014	ACCRUAL	3.000000	0.000000	DAILY	POSTED
RECESS	07/01/2014	07/01/2014	ACCRUAL	5.000000	0.000000	DAILY	POSTED
SICK 12 DAYS	07/01/2014	07/01/2014	ACCRUAL	12.000000	0.000000	DAILY	POSTED
VACATION N	07/01/2014	07/01/2014	ACCRUAL	20.000000	0.000000	DAILY	POSTED
FAMILY EMER. SUPPORT STAFF	06/18/2014	06/18/2014		-0.500000	0.000000	DAILY	POSTED
RECESS	05/05/2014	05/05/2014		-1.000000	0.000000	DAILY	POSTED
VACATION N	03/27/2014	03/28/2014		-2.000000	0.000000	DAILY	POSTED
VACATION N	03/21/2014	03/21/2014		-0.500000	0.000000	DAILY	POSTED
SICK 12 DAYS	03/17/2014	03/17/2014		-1.000000	0.000000	DAILY	POSTED
VACATION N	03/14/2014	03/14/2014		-0.500000	0.000000	DAILY	POSTED
VACATION N	03/07/2014	03/07/2014		-0.500000	0.000000	DAILY	POSTED
VACATION N	02/28/2014	02/28/2014		-1.000000	0.000000	DAILY	POSTED
VACATION N	02/19/2014	02/21/2014		-3.000000	0.000000	DAILY	POSTED
PERSONAL 3 DAYS	02/14/2014	02/14/2014		-0.500000	0.000000	DAILY	POSTED
VACATION N	02/12/2014	02/12/2014		-1.000000	0.000000	DAILY	POSTED
PERSONAL 3 DAYS	02/07/2014	02/07/2014		-0.500000	0.000000	DAILY	POSTED
VACATION N	02/07/2014	02/07/2014		-0.500000	0.000000	DAILY	POSTED

<< < 1 2 3 4 5 ... > >> Page:

On this screen you can view all of the historical information for the various leaves taken and recorded in the Human Resources records in alio.