

Employee Connect

INTRODUCTION	2
SIGNING INTO EMPLOYEE CONNECT.....	3
EMPLOYEE FUNCTIONS	4
Employee Demographics.....	4
Employee Emergency Information:	4
Employee Beneficiary Information	5
Employee Payroll Information – Time Worked Details.....	5
Employee Payroll Information – Pay Information	5
Employee Absences.....	6
Employee Staff Directory	7
Employee Workshops.....	7
Employee Access to Finance Cheques.....	9
Change Password or Initially Setup your Password.....	9
Special Note: Indicating Bank Account Number.....	10
The Bank Account number is the third series of numbers on your cheque.....	10
Changing your Pay Remittance Delivery Method	10
Sub/Casual Update District Profile - Availability	11
Sub/Casual Update District Profile – Will Work at Locations	12
Jobs – Jobs Applied For	12
Jobs – Internal and External	12

Last Updated: July 2008

Introduction

The goal of employee full-service is to allow staff to sign-in (secure userid and password) to their own CIMS account and be able to (depending on district setup):

- View employee demographic/Profile information and be able to online change certain fields (address, phone) knowing that changed fields are audited and viewable/reportable at district office.
- Review/edit emergency contact information
- Review Beneficiary information
- Review Previous Pay (up to 12 months) and be able to print/re-produce any pay statement
- Review absence balances and history of all absences taken.
- Review online Staff Directory
- Access CIMS Finance to see what cheques/expenses have been paid to you from finance
- See workshops that you have attended/requested and be able to review district offered workshops and register online for workshops
- Apply for Jobs and maintain applicant profile information and attachments (resume, transcript..)
- Update Sub/TOC will work at location and availability (if using CIMS Sub Call)
- Manage your password, change/edit as required.

The screenshot shows a web browser window titled "Cims Employee Connect - Main Options - Microsoft Internet Explorer". The address bar shows "http://192.168.0.30/employeeconnect/EmployeeMain.aspx". The page header features the "District Logo" and "Employee Connect" in a stylized font, with "Powered by CIMS" and a small image of a person. Below the header is a navigation menu with tabs: Help, Profile, Emergency, Beneficiary, Payroll, Absence, Directory, Workshop, Finance, PassWord, Links, Jobs, Sub/Casual, Logout. The main content area displays the user's profile information for Employee# 1191. The profile is titled "Profile" and includes a "Save" button. The form fields are as follows:

- Employee#: 1191
- Last Name: AFINOGENOV
- First: CHERYL
- Middle: HELEN
- Prefix: MRS.
- Legal First: GERALDINE
- Spouse: PAUL ROBERTSUN
- BirthDate: 1/2/2030
- Employee EMAIL: taketwo@taketwoinc.com
- Certificate#: 9931-43
- Address: 525 ARCTIC DRIVE, P.O. BOX 608
- City, Prov, Postal: WINNIPEG, MB, R0G6R1
- Home Phone: (204) 555-4444 (Restricted?)
- Alternate Phone: (204) 736-4556, A444 (Restricted?)
- Alternate Address: LOT 10 TURNBULL BAY

Additional options include "Receive Pay Remittance Notice Web ONLY?" (checked) and "Address Information Restricted?" (checked). A table for "Maiden/Formar Name(s)" shows "Robertsun Cheryl". A small photo of a woman is visible on the right side of the profile form.

Signing Into Employee Connect

Employee Connect will be available from your district website or the user can input a URL as assigned by district office.

Employee Connect will be available from any desktop within the school or district. It may be available from home depending on district security policies. There are several ID options (email address, Employee Number, or Employee ID).

1. Input Employee ID Code (initials Plus employee number)

2. Input password

3. Press ENTER or click on Sign In

If it is your first time in, OR you have forgotten your password, click here. In order to be able to reset your password you will need:

- your Social Insurance Number
- Bank Account
- Last & First names as recorded in CIMS

The EmployeeID and Password are unique to each individual. Your ID is a first name first initial, last name first initial and CIMS employee number.

All information presented to staff is 'live' up to the minute. Any information updated by the employee (by requesting to save) is updated immediately for office and other users to access.

IMPORTANT: This application does not want you to utilize standard web back and forward. Use the application tabs eg: <Profile> or <Absences> available at the top of each screen to access different options. **DO NOT use the standard browser <back> button**

IMPORTANT: If you are doing any work that requires more than one page remember to SAVE each page. Do not input your information and then click to go to the next page. Refreshing to a new page without a save means you have chosen to refresh the page.

Employee Functions

Employee Demographics

The employee will be shown all demographic related information district office has onfile. The user may edit any information not appearing in yellow. If information is incorrect for fields that cannot be edited, the employee should contact board office.

The screenshot shows a web browser window titled "Cims Employee Connect - Main Options - Microsoft Internet Explorer". The address bar shows "http://192.168.0.30/employeeconnect/EmployeeMain.aspx". The page header includes the "District Logo" and "Employee Connect" branding, with "Powered by CIMS" and a small image of a person. A navigation menu contains links for Help, Profile, Emergency, Beneficiary, Payroll, Absence, Directory, Workshop, Finance, PassWord, Links, Jobs, Sub/Casual, and Logout. Below the menu, a message reads "Refer to top tabs for access to different functions. Information may be editable depending on district setup." with links for "Contact Payroll" and "Contact Human Resources". The main content area is titled "Profile" and features a "Save" button. The employee's ID is 1191. The form fields are as follows:

- Last Name: AFINOGENOV (yellow)
- First: CHERYL (yellow)
- Middle: HELEN (yellow)
- Legal First: GERALDINE (yellow)
- Prefix: MRS. (dropdown)
- Spouse: PAUL ROBERTSUN
- Employee EMAIL: taketwo@taketwoinc.com
- Address: 525 ARCTIC DRIVE, P.O. BOX 608
- City, Prov, Postal: WINNIPEG, MB, R0G6R1
- Home Phone: (204) 555-4444 (Restricted?)
- Alternate Phone: (204) 736-4556, A444 (Restricted?)
- Alternate Address: LOT 10 TURNBULL BAY
- BirthDate: 1/2/2030
- Certificate#: 9931-43
- Checkboxes: Receive Pay Remittance Notice Web ONLY?, Address Information Restricted?
- Maiden/Former Name(s) table:

Maiden/Former Name(s)
Robertsun Cheryl
.
.
.

Employee Emergency Information:

The emergency information assists your school & district office to react to a health emergency to be able to reach an emergency contact. Some districts also indicate summer address/alternate address information.

An employee can have an unlimited number of contacts. If information needs to be updated, select the appropriate entry, update the record, then save changes and return to emergency screen.

Employee Beneficiary Information

The Beneficiary tab is lookup only for staff to be able to review what beneficiary information district office has onfile. Information cannot be updated online. If Beneficiary information needs to be updated, contact board office.

Employee Payroll Information – Time Worked Details

The time details tab shows history of all time worked (date(s), number of hours/days, where, and who you replaced).

Employee Payroll Information – Pay Information

The Payroll tab shows the employee current pay information on the left side of the screen, as well as a list of previous pay amounts and dates on the right that a user can select to preview and/or print.

Each pay remittance indicates Cheque or Deposit so staff is aware how payment was made.

The 'Print' is an exact replica of your pay advice.

A complete history of cheques is displayed including cheques that have been processed by the district but potentially not deposited in the bank yet. Pay attention to cheque date to know the status of payment.

CIMS Employee Connect - Payroll Information - Microsoft Internet Explorer

Address: http://192.168.0.30/EmployeeConnect/EmployeePayroll.aspx

District Logo Employee Connect

Powered by CIMS

Help | Profile | Emergency | Beneficiaries | Payroll | Absences | Directory | Workshops | Finance Cheques | PassWord | Links | Jobs | Logout

EC-0007

Payroll Information

AFINOGENOV CHERYL

Cheque Date: 2006/05/31 Cheque Amount: \$2,252.08

Pay Type: Cheque

Cheque/Deposit#: 2061 Gross Pay: \$3,798.10

2006/05/31 \$1,546.02

Select	Cheque Date	Amount	Type
Select	2007/12/01	\$3,258.31	Deposit
Select	2006/05/31	\$2,252.08	Cheque
Select	2006/05/15	\$750.00	D
Select	2006/03/15	\$128.77	D
Select	2006/02/28	\$85.85	D
Select	2005/10/14	\$1,895.41	D
Select	2005/09/15	\$1,895.41	D
Select	2005/08/30	\$1,935.15	D
Select	2005/07/29	\$1,871.03	D
Select	2005/06/30	\$1,737.56	D
Select	2005/06/15	\$1,676.94	D
Select	2005/05/27	\$1,737.56	D
Select	2005/05/13	\$1,717.35	D
Select	2005/04/29	\$1,737.56	D
Select	2005/04/15	\$1,717.35	D
Select	2005/03/30	\$1,737.56	D
Select	2005/03/15	\$1,717.35	D
Select	2005/02/28	\$1,737.56	D
Select	2005/02/15	\$1,717.35	D

Description	Job	Type	Amount	Rate	Benefit Amount	Employer Amount	Year-To-Date Amount
TEACHER	TEACH TRAVEL		.00				634.12
TEACHER	TEACH TEACH		4,548.10				60,943.34
CASH ADVANCE	TEACH ADVANC		750.00				
LIFE BENEFIT	TEACH LIFETF				15.00		155.00
CPP	TEACH CPP		.00			.00	1,861.20
DENTAL FAMILY	TEACH DENTF		.00			80.00	.00
EXHTLT FAMILY	TEACH EHCF		.00			90.00	.00
INCOME TAX	TEACH FEDINC		998.33			.00	15,128.52
LIFE FAM	TEACH LIFETF		.00			.00	154.00
LTD	TEACH LTDT		.00			.00	104.61
MTS	TEACH MTS		.00			.00	64.00
SHORT TERM	TEACH STD		.00			.00	10.44

Adobe Reader - [000001191][1].PDF

231 Hardin Street, Fort McMurray, Alberta T9H 2G2
 Telephone: (780) 799-7900
 Fax: (780) 743-2655

STATEMENT OF EARNINGS PAYPERIOD END: 5/31/06
 PAYMENT DATE: 5/31/06

CHERYL H. AFINOGENOV
 525 ARCTIC DRIVE
 WINNIPEG MB R0G 6R2 EMP#: 1191
 LOCN: 007

TEACHER PAYROLL
 THIS IS THE MESSAGE WITH THE PAYROLL. IT CAN GO TO A FEW LINES.

EARNINGS	CURRENT YR-TO-DATE	DEDUCTIONS	CURRENT YR-TO-DATE
43.34	CPP	1,861.20	
34.12	INCOME TAX	998.33	15,128.52
	EI	760.50	
	LTD	1,401.74	
	MTS	678.12	
	SHORT TERM	10.44	
	TRAF	354.64	4,048.75
	TTA	200.00	
	LIFE FAM	14.00	154.00

Sample Remittance Advice Print

Employee Absences

This tab allows staff to review their absence balances/summary, ie: total earned, used, balance available. Also, detail of all absences taken (date, location, time, reason, replacement) is listed so employee can see history of all recorded absences.

Absences showing up in blue are un-posted, ie: absences recorded in the system but not yet approved/cleared/posted. Your paystub balance will not include entries in blue.

There are two summary boxes available for view:

- One by absence code indicating total accrual and usage
- A sub-summary box on the right indicating total time taken by reason code. Reasons are accumulated into an absence code (on the left).

Order of absences is newest to oldest.

Absence Bank - Details

Employee# 1191 Last Name AFINOGENOV First CHERYL

Blue = Unposted/Current Absence Details

Description	Bank	Type	Bank Balance	Current Unposted	Beginning Balance	Earned	Used	Other
PROF DEVELOPMENT - TEACH	PDT	Days	2.0000	1.0000			1.0000	
SICK TIME - TEACHER	SICKT	Days	69.5000	4.5000	72.0000	2.0000		
SICK TIME - TEACHER	SICKT	Days	.5000				.5000	

Description	Reason	Time Taken	Current
COMPASSIONATE LEAVE	CMP	1.0000	1.0000

Date	Day	Description	Bank	Reason	Time Missed	Type	Location	Details	Sub
2008/07/07	Monday	COMPASSIONATE LEAVE	SICKT	CMP	1.0000	Days	WACHOVIA SECONDARY SCHOOL		AFINOGENOV, JACQUELINE
2007/01/10	Wednesday	SICK GENERAL	SICKT		1.0000	Days	WACHOVIA SECONDARY SCHOOL		AFINOGENOV, JACQUELINE
2006/12/19	Tuesday	SICK GENERAL	SICKT		1.0000	Days	WACHOVIA SECONDARY SCHOOL		AFINOGENOV, JACQUELINE
2006/10/26	Thursday	SICK GENERAL	SICKT		1.0000	Days	WACHOVIA SECONDARY SCHOOL		AFINOGENOV, JACQUELINE
2006/10/23	Monday	PROFESSIONAL DEVELOPMENT	PDT		1.0000	Days	WACHOVIA SECONDARY SCHOOL		
2006/10/18	Wednesday	SICK GENERAL	SICKT		.5000	Days	WACHOVIA SECONDARY SCHOOL		
2005/09/28	Wednesday	SICK GENERAL	SICKT		5.0000	Days	SPECTRUM MIDDLE SCHOOL	MEDICAL LEAVE PM ONLY	SLOAN, MARY

Employee Staff Directory

This tab provides staff with a staff directory of all active personnel in the district. User can search by employee name, by position (list all principals), or by location. Only active staff as at today will be shown.

Employee Workshops

Use this tab to:

- review all workshops that you are registered for and the status of your registration (wait list, withdrawn, attended, no show)
- review available workshops in a calendar format

- potentially register online if you wish to attend a workshop (providing deadline date has not passed and there is still room left for you in the class).

The top portion of the screen indicates what workshop(s) you have registered for and allows you to print workshop details. A status column indicates whether you are registered or on a wait list.

A calendar view appears for user to check what workshops are available. Click on months to check any month. If you click on a workshop from the calendar view, a form will appear describing the workshop and allowing you to register.

Once you have registered online - there is no way way to unregister. Contact Board Office to withdraw from any workshop.

Employee Access to Finance Cheques

Use this tab to review from finance what cheques/expenses have been paid to you (all years). This information is not from payroll and does not include payroll related payments. It deals with any other non-payroll related items board office has paid to you.

Change Password or Initially Setup your Password

At the logon screen there is a 'Forgot Password' option. Within the application there is a 'password' tab.

The purpose of this option is to establish who you are so that we can allow you to modify/create your own password. Private information is requested. This information is used only to compare to existing information already in CIMS so that the system can know that 'YES - this is you (not an imposter) so go ahead and allow a password adjustment. The system will need confirmation of

- a) your Social insurance number
- b) The bank account number you have provided to Board Office for direct deposit of your payroll cheques. This is the third set of numbers at the bottom of your cheque
- c) Your name as recorded by District Office
- d) Your employee number (indicated on any existing pay stub)

CIMS - Employee Forgot PassWord - Microsoft Internet Explorer

Forgot/Change Password

- Minimum 5 characters - Maximum 10 characters
- Must start with a character and have a minimum of 1 number
- No spaces or special characters allowed
- Upper/Lower case sensitive

1. Type in User Name

2. Type in Last Name

3. Type in S.I.N. - 9 digits only

4. Type in Bank Account - no spaces/dashes

5. Type in NEW Password

6. Confirm/Re-Type in NEW Password

7. Hit "Change" and wait for message to confirm password change before closing this window

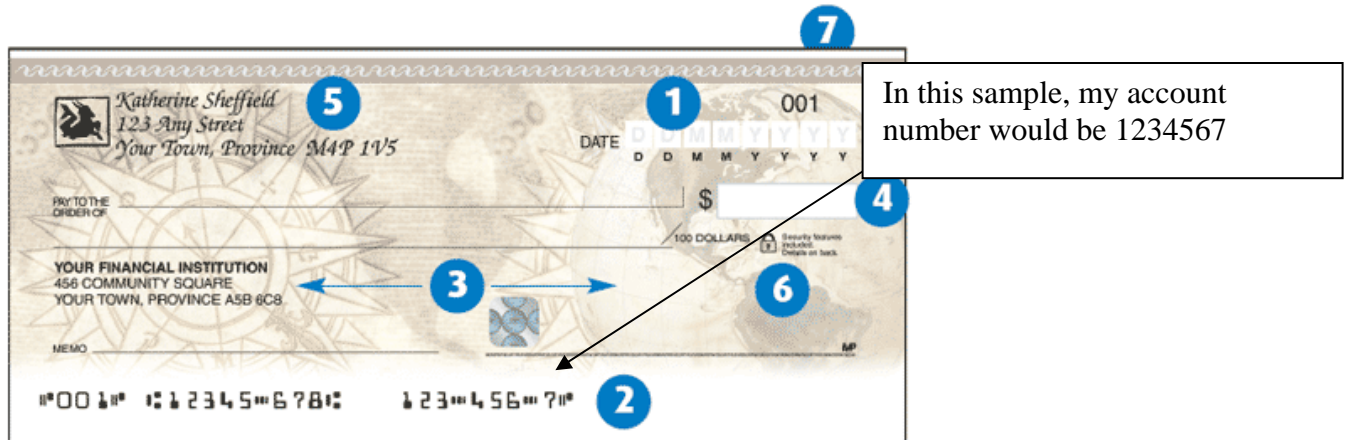
Change

Done Internet

Once your change is successful, a password change completed successfully message will appear.

Special Note: Indicating Bank Account Number

The Bank Account number is the third series of numbers on your cheque



Changing your Pay Remittance Delivery Method

Based on district policy, there may be an option on the main Profile page allowing you to control how your pay remittance will be delivered to you. By default, it will be in print and mailed to you unless you. If you have allowed for email - then with Employee Connect there is a new delivery method for NO delivery at all. If you select this option, then at time of pay an email will be sent indicating your pay has been processed.

From the web you can access and print your pay advice information for any payment as all history is maintained and shown to you.

The benefit of this method is that no email with your pay information is submitted and there is physically no document on the web containing your pay information.

Check if you would prefer to access your pay information rather than to have a pdf sent to you at each pay.

Fields in ...LOWV cannot be changed and all fields can be changed as required and then go on and on about the text and the fields and how many are required and how many are not required. Finish off the sentences and go onto another line. for Firefox I need to make sure that the text will come and allow itself to be on the side of the text box.

Profile Employee# 1191

AFINOGENOV First CHERYL Middle HELEN Last Name

BirthDate 5/3/1954 Candidate# 9931-43

Receive Pay Remittance Notice Web ONLY?

Address Information Restricted?

Maiden/Former Name(s)

ROBERTSON

555-1213 Restricted?

736-4556 A444 Restricted?

TURNBULL BAY

Sub/Casual Update District Profile - Availability

If the district is utilizing CIMS Sub Search module – then substitute/TOC teachers can have online access to:

- view their personal calendar indicating days books, days unavailable
- allow employee to update days unavailable
- allow employee to update locations that sub will work at

Employee# 1191 Last Name AFINOGENOV First CHERYL

June 2008 July

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Available-BO	4	5	6	Z	
Available-AM	11 Not Available-AM	12 Not Available-AM	13	14	
	18	19	20	21	
	25	26	27	28	

Date 06/18/2008

Not Available

ALL Day AM PM

Substitute/Casual NOT Available

May

Sunday	Monday	Tuesday
1	2	3 Not A
8	9 Not Available-BO	10 Not
15	16	17
22	23	24
29	30 Booked-BO	

If you want to block any date(s) to make yourself unavailable to work at the district select the date and indicate you are not available as per check boxes presented at the right then select to save the entry.

You cannot update a date already booked. Contact district office to change already booked details.

Sub/Casual Update District Profile – Will Work at Locations

If the district is utilizing CIMS Sub Search module – then substitute/TOC teachers can have online access to update what location(s) they will work at in the district.

There is a ‘no restriction’ check box to include all locations else the employee can choose all appropriate locations. This will immediate affect on all future sub search bookings.



Jobs – Jobs Applied For

Use this tab to display all jobs that you have applied for and view what has been submitted in terms of attachments and information (references, education, skills, background).

Jobs – Internal and External

Use this tab to advance to the job posting application showing available jobs. If apply is selected, then the employee will branch immediately into his profile without having to sign in again. This is for convenience only. An employee could apply from the Job Posting screen or from this link – same result.