



Employee Connect Information

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. A navigation menu includes: Help, Profile, Emergency, Beneficiary, Payroll, Absence, Directory, Workshop, Finance, PassWord, Links, Jobs, Sub/Casual, Logout.

Below the menu, there is a message: "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 includes a "Save" button. The employee information is as follows:

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

There are checkboxes for "Receive Pay Remittance Notice Web ONLY ?" and "Address Information Restricted ?". A table for "Maiden/Former Name(s)" shows "Robertsun Cheryl". A small photo of a woman is visible on the right side of the 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.

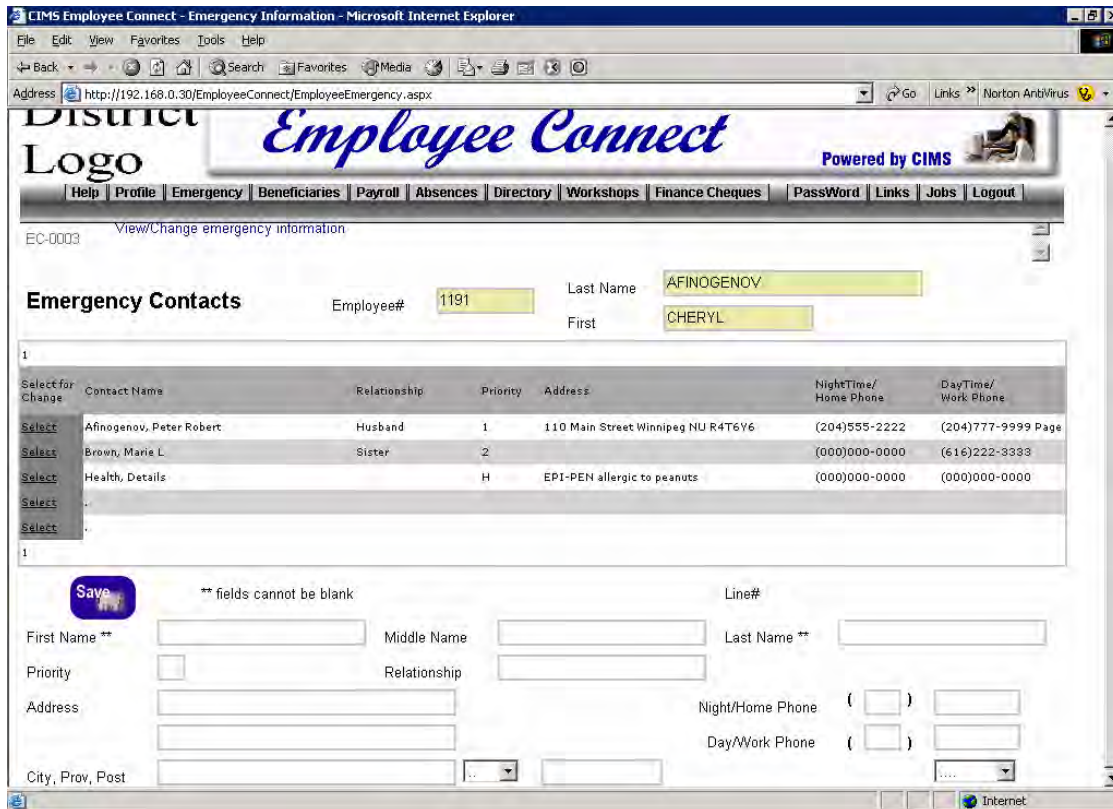
The screenshot shows a web browser window titled "Cims Employee Connect - Main Options - Microsoft Internet Explorer". The address bar shows "http://192.168.0.30/employeeconnect/EmployeeMain.aspx". The page header features the "District Logo" and "Employee Connect" in a stylized font, with "Powered by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

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

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

Period End Date: 2006/05/31 Gross Deductions: \$1,546.02

Print
Payroll statement displayed by Adobe

THIS IS THE MESSAGE WITH THE PAYROLL. IT CAN GO TO A FEWLINES.

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	-			.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
EXTHTLT FAMILY	TEACH	EHCF	.00			90.00	.00
INCOME TAX	TEACH	FEDINC	998.33	-		.00	15,128.52
LIFE FAM	TEACH	LIFETF	14.00				154.00
LTD	TEACH	LTD	104.61				678.12
MTS	TEACH	MTS	64.00				678.12
SHORT TERM	TEACH	STD	10.44				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. APINOGENOV
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	998.33	1,861.20
34.12	INCOME TAX	15,128.52	
	BT	760.50	
	LTD	1,401.74	
	MTS	678.12	
	SHORT TERM	10.44	
	TRAP	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:

- a) One by absence code indicating total accrual and usage
- b) 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	SIOAN 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.

District Employee Connect
 Powered by CIMS

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

EC-0008

WorkShop Information

Employee# 1191
 Last Name AFINOGENOV
 First CHERYL

Print	Status	Workshop	Title	Start Date	Deadline	Location	Schedule Information
Print	Registered	07830420709	TEACHER LEADERSHIP PROGRAM	4/20/2007	4/20/2007	DISTRICT OFFICE BOARDROOM	APRIL 2007 9:00AM - 12:30PM
Print	Wait List	07830419705	GRADE 3 LITERACY ASSESSMENT	4/19/2007	4/19/2007	JOE LOUIS ELEMENTARY ROOM 114	APRIL 2007 1:00PM - 4:00PM
Print	Withdrawn	FLU200703	FLU SHOT	3/1/2007	3/1/2007	REXALL SECONDARY SCHOOL CAFETERIA	102304 9:00AM
Print	Registered	WLNS001	WELLNESS WORKSHOP 1	10/1/2006	9/15/2006	MILE ONE MIDDLE SCHOOL	MONDAYS 4:00PM

December | January 2008 | February

Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday

6 | 7

District Employee Connect
 Powered by CIMS

Back to Workshop Calendar | Logout

Date: 3/1/2008 | 1191 | Last Name AFINOGENOV | First CHERYL

CIMS - Employee WorkShop Registration

WorkShop: FLU200703B
 Location: 002 REXALL SECONDARY SCHOOL CAFETERIA
 Date: 2008/3/1 102304
 Time: 9:00AM
 Maximum: 100 | Number Enrolled: 0 | Waitlist: 0
 Substitute Required AM PM

Save ** Click SAVE to Register - Window will automatically close
 Cancel ** Click CANCEL if you do not want to register - Window will close

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

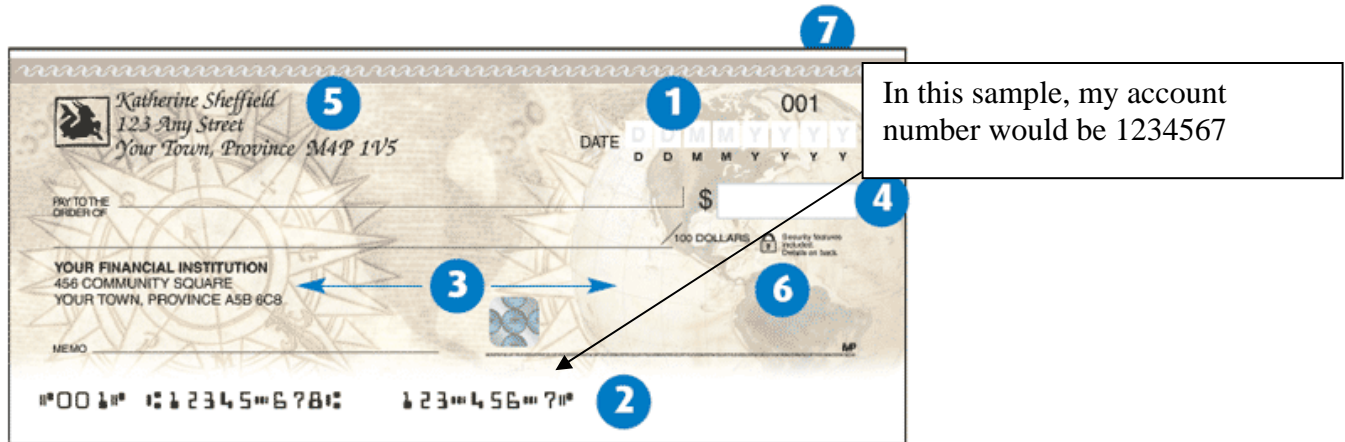
Change

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.

Profile

Employee# 1191

Last Name: AFINOGENOV First: CHERYL Middle: HELEN

Prefix: MRS. Legal First: GERALDINE

Spouse: PAUL ROBERTSUN BirthDate: 5/3/1954 Certificate#: 9931-43

Employee EMAIL: cafinogenov@skyweb.ca

Address: 525 ARCTIC DRIVE

City, Prov, Postal: WINNIPEG MB R0G6R2

Home Phone: (204) 555-1213 Restricted?

Alternate Phone: (204) 736-4556 A444 Restricted?

Alternate Address: LOT 10 TURNBULL BAY

Receive Pay Remittance Notice Web ONLY ?

Address Information Restricted ?

Maiden/Former Name(s): Robertsun Cheryl

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

Substitute/Casual NOT Available

Employee# 1191 Last Name: AFINOGENOV First: CHERYL

Date: 06/18/2008

Not Available

ALL Day AM PM

June 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Not Available-BO	4	5	6	7
8	9 Not Available-BO	10 Not Available-AM	11 Not Available-AM	12 Not Available-AM	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Booked-BO					

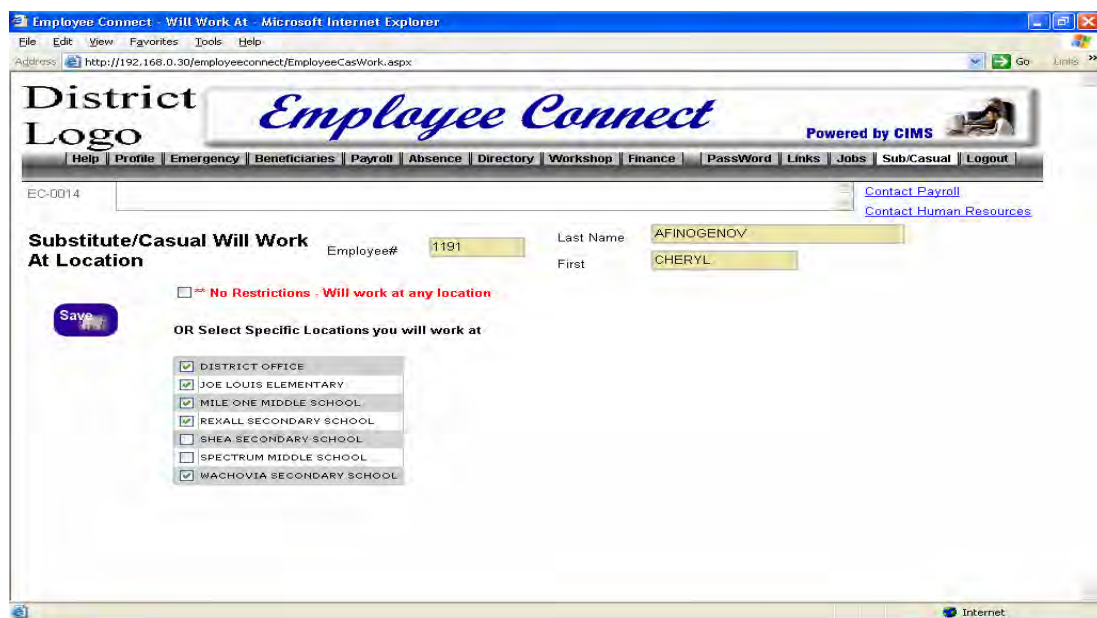
If you want to block any date(s) to make yourself unavailable to work at the district select the date and indicate you are not available as per check boxes presented at the right then select to save the entry.

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.