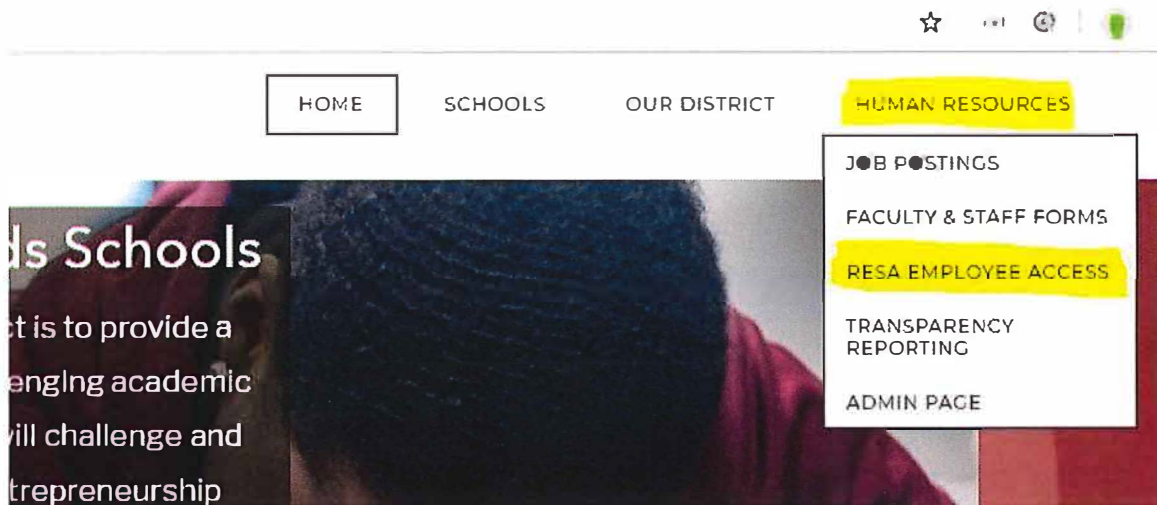


RESA Employee Access

Here is information on how to set up your RESA Employee access profile. You will need your employee id # to initially set up your profile. Your employee id # is _____. Go to our website; www.hwschools.org > Human Resources > RESA Employee Access.

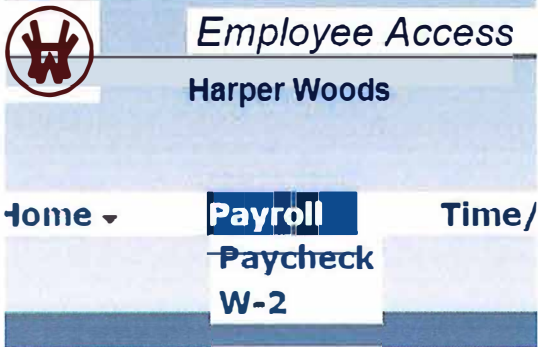


The first time select "**not a registered user? click here!**" You will also be prompted to **create your own user name and password.**

A screenshot of the 'Employee Login' form. The form has a title 'Employee Login' and a dropdown menu for 'Harper Woods'. Below are input fields for 'User ID' and 'Password', both marked with a red asterisk. A blue 'Login' button is below the fields. At the bottom, there is a link: 'Not a registered user? Click here!' and two links: 'Forgot User ID? Click here!' and 'Forgot Password? Click here!'.

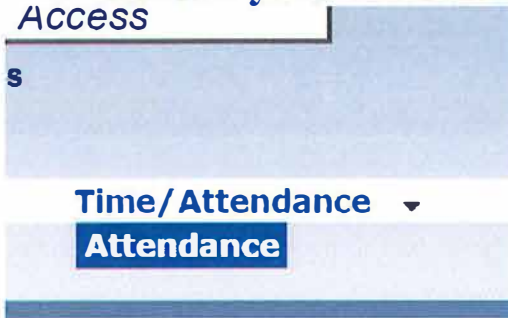
RESA Employee Access

- Review your paystubs and W-2s



A screenshot of a web application interface. At the top left is a logo with a stylized 'W' inside a circle. To its right, the text 'Employee Access' is displayed. Below this, the name 'Harper Woods' is shown. A navigation menu is visible with 'Home' on the left and 'Payroll' and 'Time/' on the right. A dropdown menu is open under 'Payroll', showing options for 'Paycheck' and 'W-2'.

- Review your attendance banks



A screenshot of a web application interface. The word 'Access' is at the top left. Below it, the text 'Time/Attendance' is shown with a dropdown arrow. A menu item 'Attendance' is highlighted in a blue box.

ATTENDANCE BANKS

Leave Bank	Current Year Balance	Prior Yr End Balance
VACATION	15.00	5.00
PB/Sick	53.50	43.50

[Click here for all details from your attendance banks](#)

to

- Log in and Review your professional development

Please note that ALL PD must be logged by the end of the school year (6/30); the window closes for logging current year PD on 6/30 of each year.



A screenshot of a web application interface for professional development. At the top, there are tabs for 'Prof Dev', 'Contacts', and 'User List'. Below the tabs, the text 'Prof Dev' is displayed. At the bottom, there are two input fields: 'Job Title:' and 'PIC #:'.

[Add New PD Record](#)

[Mentor Information](#)
(Required for Beginning Teachers)