



To request a day off – please click “Request Time Off”

Dighton-Rehoboth Regional School

Home Employee Resources

Tuesday, November 22, 2016 ...: Employee Resources » Attendance ...: Test Employee Logout

Actions • Plan Summary

Leave Plan	Beg.	Earned	Used	Adj.	Avail.	Pending Approval	Future Scheduled	Projected Available	Time Units
ALL - Jury Duty	0.0000	3.0000	0.0000	0.0000	3.0000	0.0000	0.0000	3.0000	Days
ALL - Military Service	0.0000	183.0000	0.0000	0.0000	183.0000	0.0000	0.0000	183.0000	Days
ALL - Professional Development	0.0000	100.0000	0.0000	0.0000	100.0000	0.0000	0.0000	100.0000	Days
ALL - Bereavement	0.0000	5.0000	0.0000	0.0000	5.0000	0.0000	0.0000	5.0000	Days
Teachers - Sick	0.0000	15.0000	0.0000	0.0000	15.0000	0.0000	0.0000	15.0000	Days
Teachers - Differential	0.0000	3.0000	0.0000	0.0000	3.0000	0.0000	0.0000	3.0000	Days
Teachers - Personal	0.0000	1.0000	0.0000	0.0000	1.0000	0.0000	0.0000	1.0000	Days
ALL - Workmans Compensation	0.0000	20.0000	0.0000	0.0000	20.0000	0.0000	0.0000	20.0000	Days
ALL - Reassigned - School Related Business	0.0000	100.0000	0.0000	0.0000	100.0000	0.0000	0.0000	100.0000	Days
Absent no pay	0.0000	999.0000	0.0000	0.0000	999.0000	0.0000	0.0000	999.0000	Days

1 2

**Request Time Off** My Requests

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Click the calendar date that corresponds with the day you would like to request off. If you have more than one day, highlight all of the days you are requesting (for example, highlighting December 12 & December 13 will initiate a request for both days off). Then Click Next

Dighton-Rehoboth Regional School

Home Employee Resources

Tuesday, November 22, 2016 ...: Employee Resources » Attendance ...: Test Employee Logout

Actions • Request Time Off

Select Dates Select Type Partial Day Requests Additional Information

December 2016

S	M	T	W	T	F	S
	26	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

**Next** Cancel

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Then, click the type of leave that you are requesting – Jury Duty for example. Then click Next

Dighton-Rehoboth Regional School

Home Employee Resources  
Tuesday, November 22, 2016 ...: Employee Resources > Attendance !!... Test Employee Logout

Actions Request Time Off

Select Dates Select Type Partial Day Requests Additional Information

Description	Available	Pending Approval	Future Scheduled	Projected Available
<input checked="" type="radio"/> ALL - Jury Duty	3	0	0	3
<input type="radio"/> ALL - Military Service	183	0	0	183
<input type="radio"/> ALL - Professional Development	100	0	0	100
<input type="radio"/> ALL - Bereavement	5	0	0	5
<input type="radio"/> Teachers - Sick	15	0	0	15
<input type="radio"/> Teachers - Differential	3	0	0	3
<input type="radio"/> Teachers - Personal	1	0	0	1
<input type="radio"/> ALL - Workmans Compensation	20	0	0	20
<input type="radio"/> ALL - Reassigned - School Related Business	100	0	0	100
<input type="radio"/> Absent no pay	999	0	0	999
<input type="radio"/> ALL - Administrative Leave with Pay	999	0	0	999
<input type="radio"/> ALL - Administrative Leave with No Pay	999	0	0	999
<input type="radio"/> ALL - Other Leave Approved by Superintendent	183	0	0	183

Back Next Cancel

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Then, change the number of days to reflect how long you will be out each day. For example – one full day 12/12 and one half day 12/13. Then click Next

Dighton-Rehoboth Regional School

Home Employee Resources  
Tuesday, November 22, 2016 ...: Employee Resources > Attendance !!... Test Employee Logout

Actions Request Time Off

Select Dates Select Type Partial Day Requests Additional Information

12/12/16	<input type="text" value="1"/> Days	From: 8:00 AM To: 4:00 PM
12/13/16	<input type="text" value="0.5"/> Days	From: 8:00 AM To: 12:00 PM

Please note that leave selection is for administrative purposes only and will not affect the actual leave taken required.

Back Next Cancel

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All boxes with a red arrow require a response – please fill in these boxes. Additionally, if you have information that you would like to add in order for your Principal to better understand your request, please fill that information into the Note Box. Finally – click Submit Request.

Dighton-Rehoboth Regional School

Home Employee Resources

Tuesday, November 22, 2016 ... Employee Resources > Attendance ... Text Employee Logout

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Select Dates Select Type Partial Day Requests Additional Information

Leave Type ALL - Jury Duty

Days Requested 12/12, 12/13

Total Time Requested 1.5 Days

Reason: Jury Duty

Specific Use: [Dropdown]

Note: These days were rescheduled from September.

Time Off Approver: N/A

Back Submit Request Cancel

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## How do I change a request that I've already entered?

Once you realize that you need to change a day off, you can ask your principal if he/she has approved it. If he/she has not, the day can be “denied”(which sends it back to you and does NOT post into the payroll system). If it has already been approved, please repeat the above steps to

1. Request a Negative Day (-1, -0.5 etc) on the day you will NOT be taking off. This will go back through the approval process and will post into the payroll program to reset the day from being used to not being used.

Dighton-Rehoboth Regional School

Home Employee Resources

Tuesday, November 22, 2016 ... Employee Resources > Attendance ... Text Employee Logout

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Select Dates Select Type Partial Day Requests Additional Information

12/12/14 1 Days From: 8:00 AM To: 4:00 PM

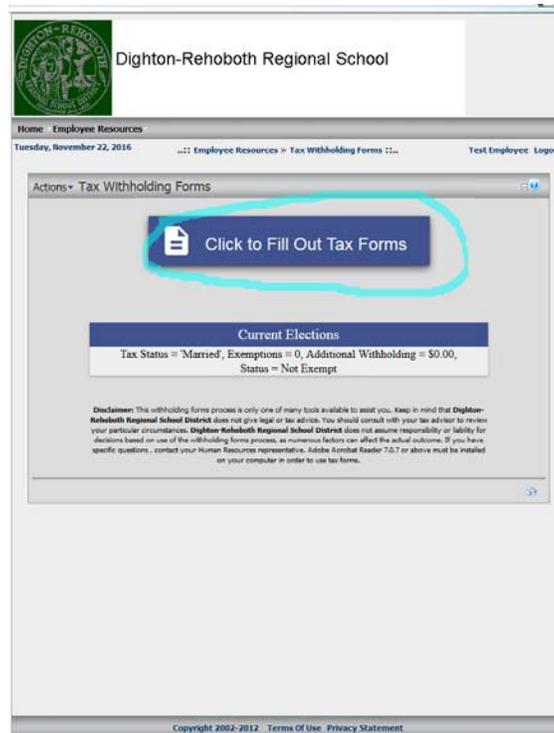
Back Next Cancel

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2. Request a new day off (if applicable) by starting a new request from the beginning.

## How do I update my State and/or Federal Tax forms?

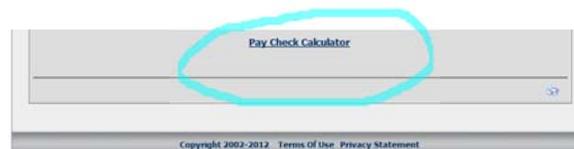
Click on Employee Resources>Tax Withholding Forms



Click on the link in the middle of the screen “Click to Fill Out Tax Forms”. This will bring you to another screen with the heading “Employee Withholding Resource Center”. Click on “Guide Me” or “Let Me Choose” to move to the next screen. Follow the prompts to change your withholding allowances for either or both State and Federal Tax Forms. Click Submit, and the changes will be sent directly to payroll and will update once posted by Payroll Personnel.

## How can I find out what my pay will look like if I change my deductions before I actually make the changes?

At the very bottom of the screen with your pay information (Employee Resources>Compensation>Pay Period), click the link “Pay Check Calculator”.



Once you click this link, you will be directed to another web page that will allow you to see what your net pay could be if you make any changes to your deductions. ***\*Please note that these changes will NOT go to payroll and will NOT be reflected in your pay checks. This is for informational purposes.***

## Can I find my W2 information on the portal?

Yes! You can find your most current W2 in Employee Resources>Compensation>W2 Information. ***\*Please note – this will only show your most recent W2. If you need a prior year's W2, please contact the Business Office and we can upload it for you.***