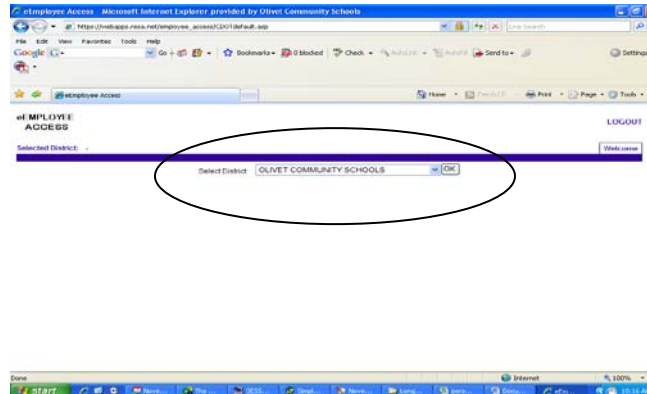


How to access your E-voucher:

And other important information

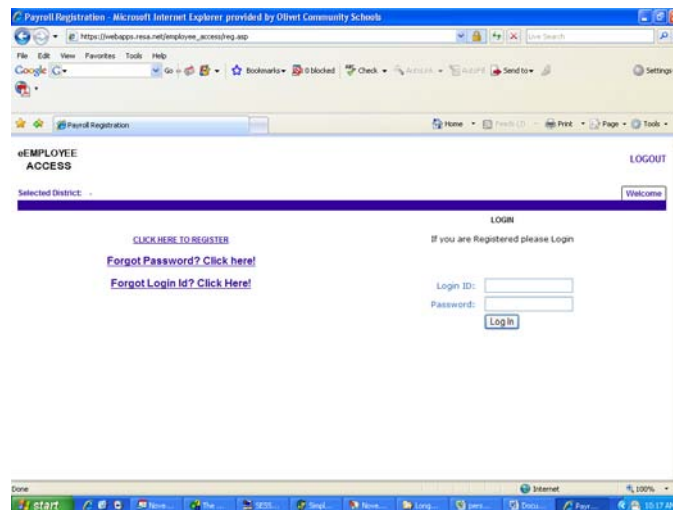
Go to the Olivet Community Schools website at <http://www.olivetschools.org>. On the left side of the screen you will click on Staff Online Resources. Then click in the middle on e-voucher. This will take you to the e-voucher website https://webapps.resa.net/employee_access/

If not already selected, select Olivet Community Schools from the drop down menu.

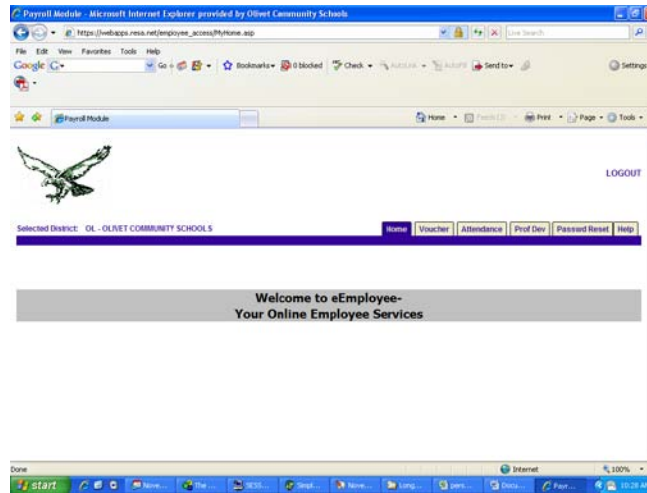


Click OK.

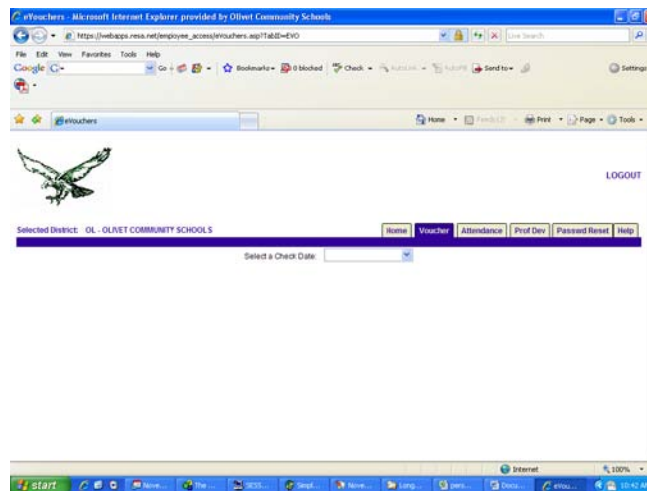
The next screen is where first time users will 'CLICK HERE TO REGISTER'.



Please key required information on next screen. A suggestion-These may be easier to remember if you use the same Login and Password that you get into the Novell network with. Your Employee ID is on your voucher and time sheets. If you can't locate it please call Denice at ext.701.



You may select a check date within the last 3 years. The date you select will automatically bring up your payroll information. From here you may Logout or select the Attendance tab or the Prof Dev tab.



The Attendance tab will give you your current banks (according to what has been keyed into the system 1 week prior to the last pay date). You also have the option to view the details of each bank individually or all time taken this school year.

The Prof Dev tab will give you any professional development you have taken, if a form or sign-in sheet has been completed and turned in to Denice.

When you have finished please always remember to logout.

This is all you need to do! Looking at your information on-line gives you the freedom to print if you would like or just view the information. Another suggestion I have is that you add this website to your Favorites so that you don't have to remember the website each time you want to check it.

If you have any questions you may contact me at (269) 749-9129, ext. 701 or you may email me at **dickind@olivetschools.org**