

## **Hartland Schools Payroll eVoucher Login Instructions** **Forgot ID or Password**

Step 1: Access the eVoucher link through the Hartland Schools website homepage under “**Employee Links**”, then select “**eVoucher**”

OR

Go to the web browser and copy/paste the following web address:

<https://hrweb.resa.net/eEmployee/>

Step 2: DISTRICT BOX ON LOGIN SCREEN

Select **Hartland Consolidated Schools** from the pull-down (will be default after initial setup).

Step 3: **LOGIN** SCREEN AT THE BOTTOM

- If you forgot your User Name, click on “FORGOT USER NAME”, enter required information, click “next”, record User ID in a safe place. If you forgot your password, do the same steps by clicking on “FORGOT PASSWORD”, enter required information, click “next”, record new password in a safe place.

Step 4: CHECK VOUCHER SCREEN (Click on “Voucher” Tab to view your voucher)

Select a check date from the pull-down box.

- Your current and year-to-date pay information will be displayed.
- You may wish to print your eVoucher or save and store it in your computer.
- Voucher history for the past 2 years will remain on the site.