Hartland Schools Payroll eVoucher Registration and Login Instructions

IF YOU ARE A NEW EMPLOYEE PLEASE CONTACT DENISE FOR YOUR EMPLOYEE ID # ANYTIME DURING THE WEEK YOU WILL RECEIVE YOUR FIRST PAYCHECK AT EXT. 2127 OR BY EMAIL AT denisecahalan@hartlandschools.us

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

Step 3: **REGISTRATION**/LOGIN SCREEN
First time users: You will register to obtain a user name and password. Click on
"Not a registered user? click here!" on left side of screen. You will be asked to create a User Name and Password, as well as provide your name, birth date, and your 6 digit Employee ID # (which you will obtain prior to your first paycheck - see note at top of this page), do not use your SS # or your registration will be unsuccessful.
- o Create a User Name (all lower case, no spaces): We recommend you use your full name. example: johndoe
- o Password: You may choose your own unique password & change it at any time.
- Once you have successfully created an account, you will be prompted to return to the main district screen. **WRITE DOWN YOUR USER NAME & PASSWORD YOU CREATED IN A SAFE PLACE, along with your Employee ID # (you will need this # if you forget your User Name and/or Password)**. Repeat Step 2, then go to Step 4.

Step 4: REGISTRATION/**LOGIN** SCREEN
First time users: Now Log in with the User Name and Password you just created.
- Employees who already have a User Name: **If it says you already have a User Name, click on "FORGOT USER NAME" (on left). If you forgot your password, do the same step after you get your USER NAME by clicking on "FORGOT PASSWORD".

Step 5: 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.