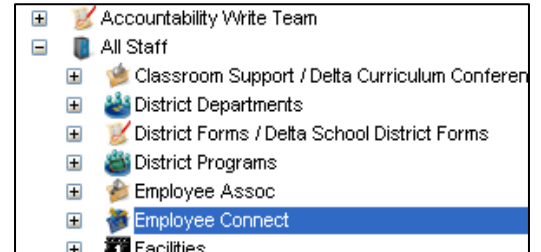




## General Overview

**Employee Connect** is a new web based program that allows all Delta staff easy access to their demographic and payroll information. This new web program can be accessed from work or home, or anywhere an employee can get access to the internet.

Where to find Employee Connect and detailed “How To” documentation is found in the **ALL STAFF** conference under the **Employee Connect** folder on the district’s **First Class** system.



## What can I do with Employee Connect?

**Employee Connect** allows staff to see the following personal and payroll information:

- Name, home address, home phone numbers, alternate addresses and phone numbers, birth date, teacher certificate number, spousal information and district email address
- Emergency information such as your doctor, dentist, emergency contact, out-of-province contacts; this information is self supplying (the district does not enter it for you) so you can add as little or as much emergency information as you feel is appropriate; some locations may request staff to enter certain pieces of information to assist that site in case of emergencies but that is on a site by site basis
- Beneficiary names for life insurance or other benefits
- Payroll Earnings and Deductions for each pay period back to when you started with the district but no earlier than 1985; you can print an earnings and deduction pay statement for any payroll at any time
- Time worked details and absence details for each pay period back to when you started with the district but no earlier than 1985
- All reimbursements received as cheques or direct deposits from Financial Services; this is typically for mileage, meals, conferences, etc.
- Job Postings that you have applied to and the Education, Experience, References and Attachments you included as part of those job postings; you can not change job posting information from here (must change from within the job posting itself); links to both internal and external job postings are available here and if you use these links then the job posting program will not ask you to sign in to each and every posting you apply to as it will already know who you are; **BIG** time savings
- There is a Links page that containing important website links such as your benefit carriers and other useful websites as identified by the district
- This program will be growing in functionality over the next year and may include options like timesheet entry, leave requests, days/time/locations not available to work, workshops and many other new features.