

ActiveResources Employee Account

Create an Employee Account

All district employees will need to create an account on your initial visit to the ActiveResources site. To do this you will need to click on the **Sign up for an Account** option.



User Name:

Password:

Login



[Forgot Your Password?](#) | [Sign up for an Account!](#)

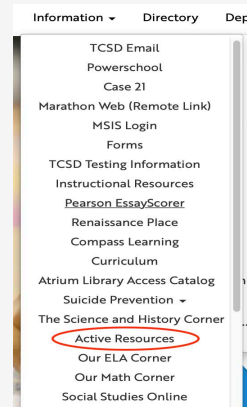
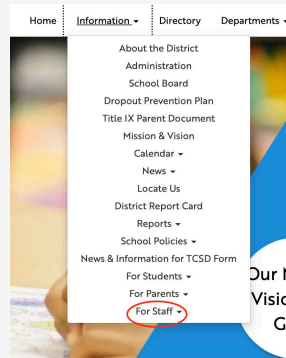
Clicking this option will expand the page where you will create an account.

HOW TO GET TO ACTIVE RESOURCES:

Go to tatecountyschools.org

Go to "Information"

Go to "For Staff"



Direct Link: activeresources.tcsdms.org

ActiveResources Employee Account

Expanded page

User Name:

Password:

Login

[Forgot Your Password?](#) | [Sign up for an Account!](#)

Create an Account

Desired User Name:

Password:

Confirm Password:

Employee Last Name:

SSN (without hyphens):

Security Question:

Security Answer:

Email Address:

Create Account

All fields must be completed in order for an account to be created.

Desired User Name: This can be anything that you want to use. It may be all alpha characters or an alphanumeric combination and there is no set length required.

Password: The password that you create must follow guidelines that are setup in Marathon. Parameters are the password length and whether or not non-alphabetic characters are required. You will receive notification if your password does not meet these criteria and you will be given an opportunity to try again.

Confirm Password: You will need to confirm your password by entering it again.

Employee Last Name: The last name entered **must** match your last name as it exists in your Marathon Payroll Employee folder.

SSN: The social security number entered **must** match your social security number maintained in your Marathon Payroll Employee folder. The employee's last name **and** social security number establishes the link between ActiveResources and Marathon.

Security Question: This should be something that is meaningful to you.

Security Answer: This is the answer to your security question.

Email Address: This should be the email address that you want any correspondence from ActiveResources to be sent to.

Once all of the information has been entered click on the **Create Account** button.

ActiveResources Employee Account

Shown below is an example of an account **before** clicking the Create Account button.



User Name:

Password:

Login

[Forgot Your Password?](#) | [Sign up for an Account!](#)

Create an Account	
Desired User Name:	<input type="text" value="lanburce"/>
Password:	<input type="password" value="••••••••"/>
Confirm Password:	<input type="password" value="••••••••"/>
Employee Last Name:	<input type="text" value="burce"/>
SSN (without hyphens):	<input type="password" value="••••••••"/>
Security Question:	<input type="text" value="favorite hobby"/>
Security Answer:	<input type="password" value="••••••"/>
Email Address:	<input type="text" value="lburce@gomail.net"/>

The password, social security number and security answer are encrypted.

ActiveResources Employee Account

Shown below is an example of an account **after** clicking the Create Account button.



User Name:

Password:

Login

[Forgot Your Password?](#) | [Sign up for an Account!](#)

Create an Account	
Desired User Name:	<input type="text" value="lanburce"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Employee Last Name:	<input type="text" value="burce"/>
SSN (without hyphens):	<input type="text"/>
Security Question:	<input type="text" value="favorite hobby"/>
Security Answer:	<input type="text"/>
Email Address:	<input type="text" value="lburce@gmail.net"/>

You account has been successfully created. Please login above.

Create Account

Because the password, social security number and security answer are encrypted they are removed from the page.

You will receive a visual confirmation that the account was created. You may now log in to ActiveResources by entering your user name and password and clicking on the **Login** button.

ActiveResources Employee Account

Successful Login

Upon a successful login you will be on the **News** page. The News page will contain any news item that the District Office has created.

Note that in the example below, the news heading **MS Dept of Ed** is a link to another website.

BURCE, LANETTE P | Logout

ActiveResources

powered by CA

News Employee

News

Testing News 8/6/2009 2:57:48 PM
We will be hosting an Active Resources get together this week!!!
Please join us!!! Where??? In the Teacher's Lounge!!

Summer Workshops 8/5/2009 4:06:44 PM
Contact Susie Q for list of Upcoming Summer Workshops
Bus Driver Training ReCertification July 8
Teacher Assistant Testing -- July 8
New Teacher Orientation - July 20
Additional Bus Driver Training ReCertification - July 20

MS Dept of Ed 7/13/2009 10:05:13 AM
MS Dept of Ed website

To move to your personnel information, hold your cursor over the **Employee** heading.

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ActiveResources

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News Employee

Information
Leave
Direct Deposits
W2

News

You have four options to choose from: Information, Leave, Direct Deposits and W2

ActiveResources Employee Account

Employee Information

The **My Information** page contains your personnel information that is **On File** in Marathon. Clicking on the **Request Change** label will direct you to another page where select pieces of information may be changed.

My Information

Basic Information

→ On File | Request Change ←

First:	LANETTE	Address1:	805 DEMO LANE
Middle:		Address2:	
Last:	BURCE	City:	RIDGELAND
Suffix:		State:	MS
Race:	BLACK	Zip:	39157 0000
Sex:	FEMALE	Day Phone:	601 5551915
DOB:	12/07/1959	Night Phone:	601 5555915
Hire Date:	08/01/1983		

Tax Setup

Federal Marital Status:	Married
Number of Exemptions:	1
State Marital Status:	Married - Spouse is Employed
State Exemption Amount:	7500.00
EIC Status:	No

Tax Withholding Information

Description	Pre-Tax	Post-Tax	Amount
FEDERAL WITHHOLDING		✓	\$0.00
FICA		✓	\$0.00
STATE WITHHOLDING		✓	\$0.00
RETIREMENT	✓		\$0.00
MEDICARE		✓	\$0.00
CE DEPT OF FINANCE-CAFETERIA	✓		\$563.00
LE STATE LIFE INS EMPLOYEE		✓	\$10.08
RJ AMERICAN UNITED OPTIONAL		✓	\$3.60

ActiveResources Employee Account

Request Change

You may request a change on any item that is in an editable box. Click in the box and replace the information.

My Information

Basic Information

On File | Request Change

First:	LANETTE	Address1:	<input type="text" value="805 DEMO LANE"/>
Middle:		Address2:	<input type="text"/>
Last:	BURCE	City:	<input type="text" value="RIDGELAND"/>
Suffix:		State:	<input type="text" value="MS"/>
Race:	BLACK	Zip:	<input type="text" value="39157"/> <input type="text" value="0000"/>
Sex:	FEMALE	Day Phone:	<input type="text" value="601"/> <input type="text" value="5551915"/>
DOB:	<input type="text" value="12/07/1959"/>	Night Phone:	<input type="text" value="601"/> <input type="text" value="5555915"/>
Hire Date: 08/01/1983			

Tax Setup

Federal Marital Status:	Married
Number of Exemptions:	1
State Marital Status:	Married - Spouse is Employed
State Exemption Amount:	7500.00
EIC Status:	No

Tax Withholding Information

Description	Pre-Tax	Post-Tax	Amount
FEDERAL WITHHOLDING		✓	\$0.00
FICA		✓	\$0.00
STATE WITHHOLDING		✓	\$0.00
RETIREMENT	✓		\$0.00
MEDICAID		✓	\$0.00

Click the **Submit Request** button once you have made your changes. Submitting a change request will send an email to a designated Marathon Administrator. You will receive a confirmation email once your changes have been approved.

Should you check your information again before the change has been approved, you will see that the **On File** information remains the same but the **Request Change** page will highlight in blue any pending request changes. You may make an additional request, which will be processed as a separate request change.

ActiveResources Employee Account

Employee Leave

The **My Leave** page provides you with your leave balances. If you have multiple jobs with leave, you may pick the position from the Position list. The leave balances will be displayed accordingly.

My Leave

Filter Options	
Position:	TEACHER
Detail Begin Date:	08/01/2008
Detail End Date:	08/31/2008
<input type="button" value="Filter"/>	

* Leave values are reported in days.

Summary				
Type	Begin Balance	Processed	Pending	End Balance
Vacation	0	0	0	0
Sick	65.5	4	0	61.5
Personal	2	0	0.5	1.5
PRO DEV	0	0	0	0
UDF2	0	0	0	0
DON LVE	0	0	0	0

Detail			
Date	Processed	Reason	Amount
8/18/2008	Yes	SICK	1

The information contained on this page is as follows:

Type: The type identifies the different types of leave available in your district. You may not be eligible for all leave types based on your position.

Begin Balance: The Begin Balance is the number of days or hours that you have at the beginning of the current fiscal year.

Processed: Processed leave records are those that are associated with prior payrolls.

Pending: Pending leave records are those that will be a part of an upcoming payroll.

End Balance: The ending balance is the beginning balance minus the processed and pending leave records.

If you would like to see the detailed information for a specific timeframe, you may enter a beginning and ending date range and click the **Filter** button. The Detail section will show you the date that the leave was taken, whether the record has been processed or is pending, the leave reason and the amount of leave taken.



ActiveResources Employee Account

Employee Direct Deposits

You may be able to receive your direct deposit statements electronically through Active Resources under the following conditions:

- (a) You must participate in your district's direct deposit system
- (b) Your district allows you to receive your statement electronically

My Direct Deposit Statements

Filter Options	
Begin Date:	<input type="text" value="06/19/2009"/> 
End Date:	<input type="text" value="12/15/2009"/> 
<input type="button" value="Filter"/>	

Direct Deposit Statement List

Check Date - Check No

[12/15/2009 - 804](#)

[10/30/2009 - 76153](#)

[9/30/2009 - 75985](#)

Filter Options – There will always be a default date range in the Begin and End Date fields. If you change either date, you will need to click the **Filter** button to refresh the list of available statements.

Direct Deposit Statement List – All available statements that fall within the date range will be displayed in descending date order. To view a statement, click on the desired date.

ActiveResources Employee Account

Employee W2 Form

You may be able to view your W2 Form through Active Resources. This option will only be available to those districts that elect to use this electronic format.

My W2 Statements

Filter Options	
Calendar Year Begin:	<input type="text" value="2007"/>
Calendar Year End:	<input type="text" value="2009"/>
<input type="button" value="Filter"/>	

W2 Statement List

W2 for Year
[2009 Instructions](#)

Filter Options – Only calendar year 2009 will be available this year. Each subsequent calendar year will be added to this list.

W2 List – To view the W2 Form, click on the calendar year, e.g. **2009**. You may also view an instruction page. The instructions are those that are printed on the back of the official W2 Form. To view this page, click on the label "**Instructions**".

ActiveResources Employee Account

Sample W-2 Form

W2 Statement 2009 - Windows Internet Explorer
<http://www.activeresources.net/Employee/W2View.aspx?CalendarYear=2009>

Print this page

W-2 Wage and Tax Statement 2009		7 Social Security tips	1 Wages, tips, other compensation 2,941.12	2 Federal income tax
c Employer's name, address, and ZIP code CENTRAL SCHOOL DISTRICT PO BOX 111 APT 9999 RIDGELAND, MS 39157		8 Allocated tips	3 Social security wages 3,209.88	4 Social security tax
		9 Advance EIC payment	5 Medicare wages and tips 3,209.88	6 Medicare tax
		10 Dependent care benefits	11 Nonqualified plans	12a See instruction G 300.00
e Employee's name, address, and ZIP code DANYELL HOPSON 101 STATE ST APT 801 RIDGELAND, MS 39157-0000		13 Statutory employee Retirement plan Third-party sick pay X	14 Other	12b
		b Employer Identification number 111000999		12c
		a Employee's social security number 111112014		12d
15 State number MS	Employer's state ID number 111000111	16 State wages, tips etc 2,941.12	17 State income tax 1,174.00	18 Local wages, tips etc
			19 Local income tax	2
Copy B to Be Filed With Employee's FEDERAL Tax Return		This information is being furnished to the Internal Revenue Service		Dept.

W-2 Wage and Tax Statement 2009		7 Social Security tips	1 Wages, tips, other compensation 2,941.12	2 Federal income tax
c Employer's name, address, and ZIP code CENTRAL SCHOOL DISTRICT PO BOX 111 APT 9999 RIDGELAND, MS 39157		8 Allocated tips	3 Social security wages 3,209.88	4 Social security tax
		9 Advance EIC payment	5 Medicare wages and tips 3,209.88	6 Medicare tax
		10 Dependent care benefits	11 Nonqualified plans	12a See instruction G 300.00
e Employee's name, address, and ZIP code DANYELL HOPSON 101 STATE ST APT 801 RIDGELAND, MS 39157-0000		13 Statutory employee Retirement plan Third-party sick pay X	14 Other	12b
		b Employer Identification number 111000999		12c

This form contains three sections: Copy B to be filed with your Federal Tax Return, Copy C for your records and Copy 2 to be filed with your State Tax Return.

You may print the page which has all three sections or close out by clicking the **X** button in the upper right hand corner.

ActiveResources Employee Account

General Information

Should you forget your password you may use the "Forgot Your Password" option. You must first enter your User Name and then click on the Forgot Your Password link. This will bring up your security question, which must be answered correctly, along with the ability to create a new password.

User Name:

Password:

[Forgot Your Password?](#)

Reset Password

Security Question: mother's first name

Security Answer:

New Password:

Confirm Password:

Once the information has been entered, click the Reset Password button. You will receive confirmation that the password has been reset. You may now enter the new password and log into ActiveResources.

You will need to contact the Marathon Administrator in your district if you forget your User Name.

You are allowed a set number of login attempts, which is set by the Marathon Administrator, so it is very important to remember your User Name and Password. You will be locked out of ActiveResources if your failed login attempts exceed the allowance. The Marathon Administrator will receive an email informing them that you are now locked out of ActiveResources. You will receive a confirmation email once your account has been unlocked.

ActiveResources Employee Account

My User Settings

Clicking on your name located in the upper right hand corner will bring up a My User Settings page.

News Employee

BURCE, LANETTE P | Logout

My User Settings

Change Settings

Current Password:

Change My Security Q & A

Security Question:

Security Answer:

Change My Password

New Password:

Confirm Password:

Change My Email Address

Email Address:

You **must** enter your current password before you can save any changes.

To make a change, click in the small box that identifies the section that you want to change.

Enter in the new information and click the **Save Changes** button.

ActiveResources Employee Account

Be sure to log out when you are through reviewing your information.



To log out click on the **Logout** button.