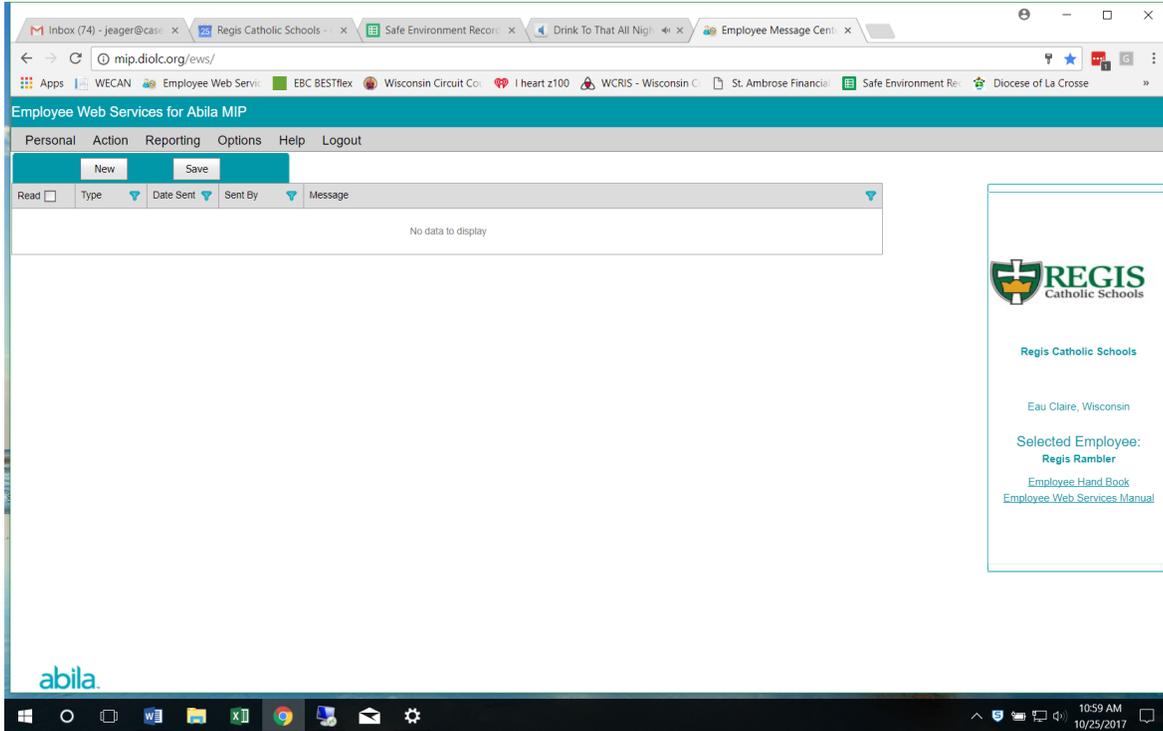


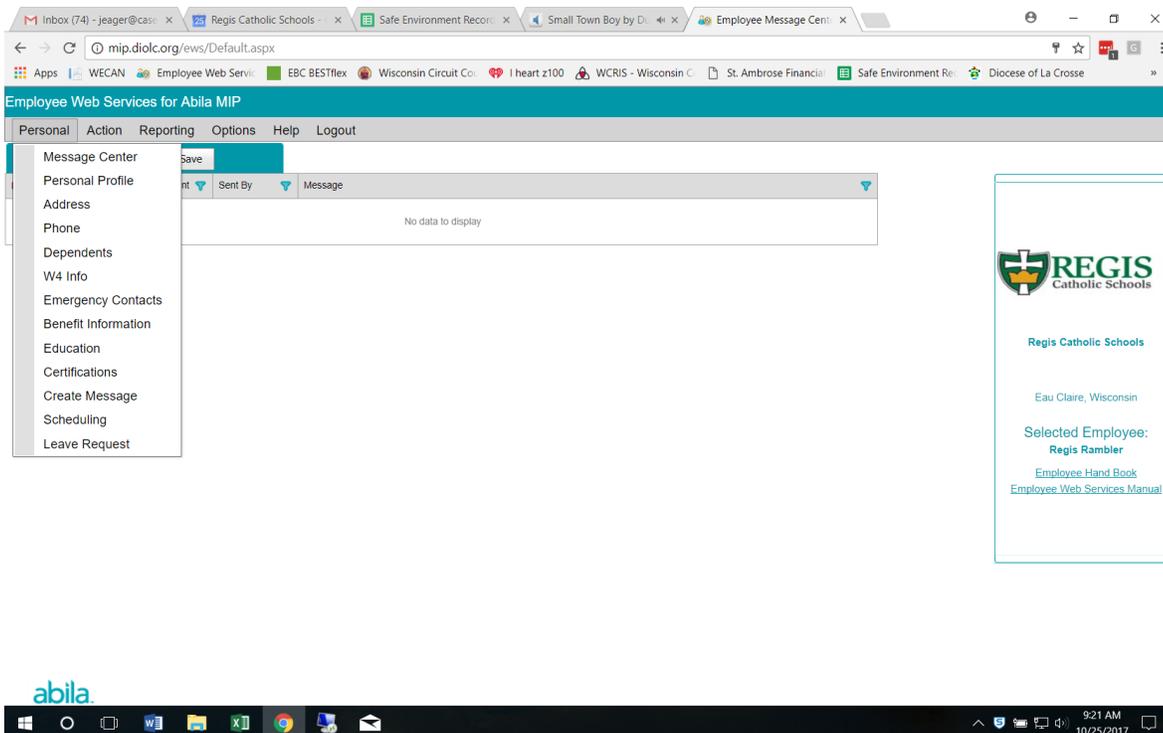
<https://ews.abilaonline.com/ews/>

Welcome to EWS!!

This is the screen you will initially see every time you log in to EWS.



Personal Menu



Action Menu

The screenshot shows a web browser window with the URL mip.dioc.org/ews/Default.aspx. The page title is "Employee Web Services for Abila MIP". The navigation menu includes "Personal", "Action", "Reporting", "Options", "Help", and "Logout". The "Action" menu is open, displaying a list of options: "Time Entry", "Leave Entry", "View Timesheets", and "Timesheet Pivot Table". A "Message" dropdown is also visible, showing "No data to display". On the right side, there is a sidebar with the "REGIS Catholic Schools" logo, the location "Eau Claire, Wisconsin", and the "Selected Employee: Regis Rambler". Links for "Employee Hand Book" and "Employee Web Services Manual" are provided. The Windows taskbar at the bottom shows the "abila" logo and the system tray with the date "10/25/2017" and time "9:22 AM".

Reporting Menu

The screenshot shows the same web browser window as above, but with the "Reporting" menu open. The "Reporting" menu options are: "Timesheet Summary", "Timesheet Detail", "Expense Report", "CheckW2 History", "My Messages", "My Change Request", "Sent Messages", "My Leave Request", and "My Leave Detail". The "Message" dropdown still shows "No data to display". The sidebar on the right remains the same, displaying the "REGIS Catholic Schools" logo, "Eau Claire, Wisconsin", and "Selected Employee: Regis Rambler" with links to the "Employee Hand Book" and "Employee Web Services Manual". The Windows taskbar at the bottom shows the "abila" logo and the system tray with the date "10/25/2017" and time "9:22 AM".

Options Menu

The screenshot shows a web browser window with the URL mip.dioc.org/ews/Default.aspx. The page title is "Employee Web Services for Abila MIP". The navigation menu includes "Personal", "Action", "Reporting", "Options", "Help", and "Logout". The "Options" menu is expanded, showing "New", "Save", and "Change Password" buttons. Below the menu is a table with columns: "Read", "Type", "Date Sent", "Sent By", and "Message". The table is currently empty, displaying "No data to display". On the right side of the page, there is a sidebar with the Regis Catholic Schools logo, the text "Regis Catholic Schools", "Eau Claire, Wisconsin", and "Selected Employee: Regis Rambler". There are also links for "Employee Hand Book" and "Employee Web Services Manual".



Entering your time.

Action Menu >> Time Entry

The screenshot shows a web browser window with the URL mip.dioc.org/ews/firmTimeEntryVII.aspx?fid=d. The page title is "Employee Web Services for Abila MIP". The navigation menu includes "Personal", "Action", "Reporting", "Options", "Help", and "Logout". The "Action" menu is expanded, showing "Add", "Delete", and "Save" buttons. The form contains the following fields:

- Work Date: Wednesday, October 25, 2017 (with a calendar icon) and a checkbox for "Advance Date to Add".
- Clocked In: 08:00 AM (with a dropdown arrow).
- Lunch from: 11:00 AM (with a dropdown arrow) to [] (with a dropdown arrow).
- Clocked Out: [] (with a dropdown arrow).
- Clock Out button.
- Total Hours Worked: 0.00 (with a text input field).
- New Entry button.

Below the form is a table with columns: "Cost Center", "Wage Code", "Hours", "Description", and "Approved". The table is currently empty, displaying "No data to display". On the right side of the page, there is a sidebar with the Regis Catholic Schools logo, the text "Regis Catholic Schools", "Eau Claire, Wisconsin", and "Selected Employee: Regis Rambler". There are also links for "Employee Hand Book" and "Employee Web Services Manual".



Verify Work Date is correct date you are entering your time for.

Use drop downs to enter Clocked In, Lunch from, and Clocked Out.

Click "Clock Out".

When entering time, enter to the nearest 15 minutes.

"Lunch from" is only entered if you took an unpaid lunch period.

Do not enter anything in "Lunch from" if you work through lunch/work during your lunch.

Notice "Total Hours Worked" calculates automatically and will deduct whatever is entered in "Lunch from".

Employee Web Services for Abila MIP

Personal Action Reporting Options Help Logout

Work Date: Advance Date on Add

Clocked In:

Lunch from: to

Clocked Out:

Total Hours Worked:

Cost Center	Wage Code	Hours	Description	Approved
Administrative Regis	Wages-Reg	7.00		<input type="checkbox"/>

REGIS
Catholic Schools

Regis Catholic Schools

Eau Claire, Wisconsin

Selected Employee:
Regis Rambler

[Employee Hand Book](#)
[Employee Web Services Manual](#)

abila

9:25 AM
10/25/2017

After entering your time, you can add a description by clicking in the "Description" box and then click "Save".

Action Menu >> View Timesheets

Work Date	Cost Center	Earning Code	Leave Code	Hours	Rate	Leave Hours	Expense	Units	Amount	Lunch Taken	Approved	Submitted	Description
10/23/2017	Administrative Regis	Wages-Reg		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/24/2017	Administrative Regis	Wages-Reg		7.50	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/25/2017	Administrative Regis	Wages-Reg		7.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				22.50		0.00		0.00	0.00				

After entering all of your time for the pay period, go to Action Menu >> View Timesheets and then click "Submit" and your timesheet will automatically go to your principal/manager for approval to be paid.

Submit Timesheets for Period Thank you for submitting your time accurately!

Timesheets From: 10/21/2017 To: 11/3/2017

Notes

Submit Unsubmit

Work Date	Cost Center	Earning Code	Leave Code	Hours	Leave Hours	Units	Expenses
10/23/2017	Administrative Regis	Wages-Reg		8.00	0.00	0.00	0.00
10/24/2017	Administrative Regis	Wages-Reg		7.50	0.00	0.00	0.00
10/25/2017	Administrative Regis	Wages-Reg		7.00	0.00	0.00	0.00
				22.50	0.00	0.00	0.00

After clicking "Submit" the hours that are submitted will be highlighted yellow.

The screenshot shows a web browser window with the URL mip.diolc.org/ews/firmTimesheetSignOff.aspx. The page title is "Employee Web Services for Abila MIP". The navigation menu includes "Personal", "Action", "Reporting", "Options", "Help", and "Logout". Below the menu is an action bar with buttons for "Edit", "Cancel", "Delete", "Save", "Submit", and "Export".

Work Date	Cost Center	Earning Code	Leave Code	Hours	Rate	Leave Hours	Expense	Units	Amount	Lunch Taken	Approved	Submitted	Description
10/23/2017	Administrative Regis	Wages-Reg		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10/24/2017	Administrative Regis	Wages-Reg		7.50	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10/25/2017	Administrative Regis	Wages-Reg		7.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
				22.50	0.00	0.00		0.00	0.00				

On the right side of the page, there is a sidebar with the following information:

- GIS Catholic Schools
- Regis Catholic Schools
- Eau Claire, Wisconsin
- Selected Employee: **Regis Rambler**
- [Employee Hand Book](#)
- [Employee Web Services Manual](#)

The Windows taskbar at the bottom shows the "abila" logo, system icons, and the date/time: 9:27 AM 10/25/2017.

If you need to enter leave time for which you are entitled to be paid for...

Action Menu >> Leave Entry

Employee Web Services for Abila MIP

Personal Action Reporting Options Help Logout

Leave Date: Advance Date on Add

Cost Center:

Leave Code: I'm on FMLA

Hours: Your current balance:

Description:

Batch Total:

Leave Code	History	Current	Balance
Paid Holiday	48.00	0.00	48.00
Personal Hours	16.00	0.00	16.00
Sick Hours	72.00	4.00	68.00



Regis Catholic Schools

Eau Claire, Wisconsin

Selected Employee:
Regis Rambler

[Employee Hand Book](#)
[Employee Web Services Manual](#)



This is what you will see under Action Menu >> View Timesheets when you have any sort of paid leave.

Employee Web Services for Abila MIP

Personal Action Reporting Options Help Logout

Work Date	Cost Center	Earning Code	Leave Code	Hours	Rate	Leave Hours	Expense	Units	Amount	Lunch Taken	Approved	Submitted	Description
10/23/2017	Administrative Regis	Wages-Reg		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/24/2017	Administrative Regis	Wages-Reg		7.50	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/25/2017	Administrative Regis	Wages-Reg		7.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/26/2017	Administrative Regis	Wages-Reg		4.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10/26/2017	Administrative Regis	Wages-Reg	Sick Time	4.00	0.00	4.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				30.50		4.00		0.00	0.00				



Regis Catholic Schools

Eau Claire, Wisconsin

Selected Employee:
Regis Rambler

[Employee Hand Book](#)
[Employee Web Services Manual](#)



Reporting Menu >> Check/W2 History

Employee Web Services for Abila MIP

Personal Action Reporting Options Help Logout

Totals for Payroll Year:

Year Totals	Hours	Salary	Deductions	Taxes	W2
No data to display					

Leave Balances:

Leave Code	History	Current	Balance
Paid Holiday	48.00	0.00	48.00
Personal Hours	16.00	0.00	16.00
Sick Hours	72.00	4.00	68.00

Check Summary:

Chk/Dep Nbr	Check Date	Type	Direct Deposit	Hours	Earnings	Deductions	Taxes	Net Pay
No data to display								



Regis Catholic Schools

Regis Catholic Schools

Eau Claire, Wisconsin

Selected Employee:
[Regis Rambler](#)
[Employee Hand Book](#)
[Employee Web Services Manual](#)

Employee Web Services for Abila MIP

Personal Action Manager HR Staff Reporting Options Help Logout

Totals for Payroll Year: Leave Balances:

Year Totals	Hours	Salary	Deductions	Taxes	W2	Leave Code	History	Current	Balance
2017	1,450.25					Paid Holiday	49.00	0.00	49.00
2018	761.75					Personal Hours	12.00	0.00	12.00
2019	142.50					Sick Hours	00.00	0.00	00.00
						Vacation Hours	28.00	0.00	28.00

Check Summary:

CHK/Dep Nbr	Check Date	Type	Direct Deposit	Hours	Earnings	Deductions	Taxes	Net Pay
101017-52	10/13/2017	R	Y	61.50				
092017-56	9/28/2017	R	Y	75.75				
091517-56	9/15/2017	R	Y	88.75				
090117-53	9/1/2017	R	Y	92.00				
081517-52	8/15/2017	R	Y	93.00				
V1306	8/4/2017	R	Y	74.50				
072117-54	7/20/2017	R	Y	77.75				
070717-56	7/7/2017	R	Y	70.25				
055	7/6/2017	A	N					0.00
150425-52	5-23/2017	R	Y	69.00				
150409-41	5-9/2017	R	Y	70.25				
150326-54	5-26/2017	R	Y	70.00				
150312-57	5-12/2017	R	Y	66.00				
150424-51	4/28/2017	R	Y	73.25				
V1621	4/15/2017	R	Y	67.25				
150331-50	3-31/2017	R	Y	60.50				
150317-52	3-17/2017	R	Y	63.00				
150303-50	3-3/2017	R	Y	63.00				
150217-53	2-17/2017	R	Y	66.00				
150203-52	2-3/2017	R	Y	57.50				
150120-52	1-20/2017	R	Y	59.50				
051	1/6/2017	A	N					0.00
150105-52	1/6/2017	R	Y	47.00				



Regis Catholic Schools

East Dane, Wisconsin

Selected Employee:
Jennifer Eager

Employee Hand Book
Employee Web Services Manual



Regis Catholic Schools

2728 Mall Drive
 Suite 200
 Eau Claire WI 54701
 Phone: (715) 830-2273

Employee Jennifer L. Eager **ID** EagerJ **Pay Period From:** 09/23/2017 to 10/06/2017
 Eau Claire, WI 54701

Check Date	Number	+ Earnings	- Deductions	- Taxes	= Net Pay
10/13/2017	101317-52				

Earnings Code	Hourly Rate	Hours	Amount	Year to Date Hours	Year to Date Amount
Wages - Overtime	0.00	0.00	0.00		
Wages - Regular					

Deduction Code	Amount	Year to Date Amount
403b 2 Percent Employee Withholding	0.00	
403b Additional Employee Withholdin	0.00	
403B test EE contribution only		
Low Deductible Health Insurance 24 p		

Tax Code	ER Amount	Amount	Employer YTD Amount	Year to Date Amount	Year to Date Taxable Wages
Federal Withholding	0.00		0.00		
Medicare					
Social Security					
SWT-WI	0.00		0.00		

Benefit Code	Employer Amount	Employer YTD Amt
Low Deductible Health Insurance 24 p		
Life Insurance Employer Contribution		

Leave Code	Accrued	Taken	Balance
Paid Holiday	0.00	0.00	49.00
Personal Hours	0.00	0.00	12.00
Sick Hours	0.00	4.75	82.75
Vacation Hours	0.00	0.00	28.00

Deposit Type	Account	Amount
Checking	*****	