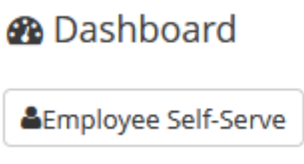
INSTRUCTIONS FOR USING RDA EMPLOYEE SELF SERVE

You will need to log in to: https://mecklenburg-breeze.secure.openrda.net/

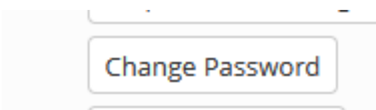
Your User ID will be your 6-digit employee id number. Your password will be your first name, middle initial and last name followed by the last four digits of your social security number. Please note your name must be in all caps.

Example: JOHNCDOE1234

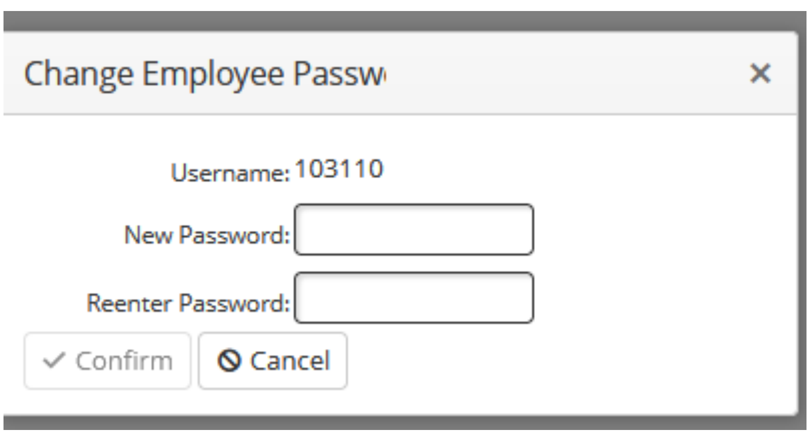
Once you have logged into the system you can reset your password by clicking on the Employee Self-Serve button in the upper left-hand corner of your dashboard.



This will take you to the Employee Master View. There is a button on the right-hand side that allow you to change your password.



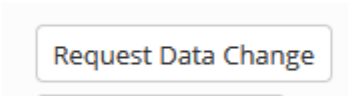
When you click on the above button it takes you to a screen to enter a new password and once you enter your new password twice you must confirm it. BE SURE to chose a password you will remember. If you forget your password you will have to call the Payroll Department and request to have your password reset.



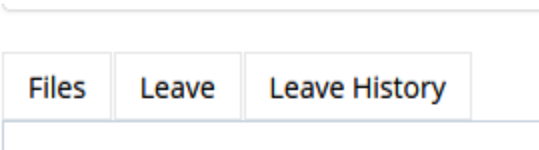
On the Employee Master View, you will also see that you can change the following information:

1. Email address
2. Home Phone, Cell Phone, Work Phone
3. Address (note: there is a mailing and physical address)
4. Emergency Contact Information

In order to change your data, you must click on the Request Data Change button on the right. Once you have changed the data be sure to click on the confirm button.



You will also see the following set of tabs:

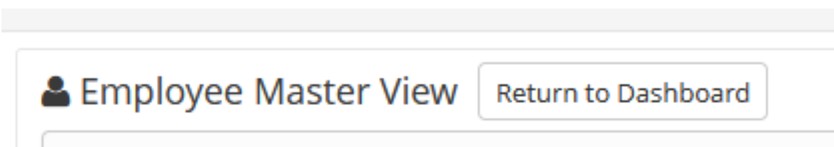


The File Tab contains all your Direct Deposit records and W-2s

The Leave Tab shows the different leave types and your balance for each type of leave. Please remember this information is a month behind. Example: Leave showing in February is only leave taken through January.

The Leave History button is currently inactive.

In Order to return to the Dashboard, click the button at the top



To Log Out of the system go to the upper right corner where your welcome button is and click on the down arrow by your employee number. Click on logout. You will see you can also choose where you want your menu to be placed.