

WORLD CLASS EMPLOYEES

Diversity is a strength, kindness is expected and respect is non-negotiable...it's our culture.

JULY 2018

Important Payroll Dates

- **Certified PFP** (1st Installment-2/3 of total) - July 19th
- **New Teacher First Pay**—July 19th
- **Returning Teacher First Pay**—August 2nd

Welcome back!!

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HUMAN RESOURCES

July 19th Payroll

As you are aware, we implemented a new financial software system. All monies earned beginning July 1, 2018, will be paid in the new system (iVisions) beginning the July 19th payroll.

Also on July 19th payroll, any final monies earned in the 2017-18 school year (ending June 30, 2018) will be paid from the old system (Business Plus).

What does this mean to you?

You will receive two (2) separate checks dated 7/19/18. The first check will be the last check of the 2017-18 fiscal year for hours worked 6/28/2018 through 6/30/2018. If you are hourly, hours worked will be paid at your 2017-2018 rate of pay. You will be able to view this check in Employee Online (Business Plus).

The second check will be the first check of the new fiscal year 2018-2019 (7/1/2018 through 7/11/2018). You will be able view this check in Employee Online –iVisions on Payday. Depending on your Banking Institution, funds may not be available in the morning, but will be available by the end of the day on July 19th.

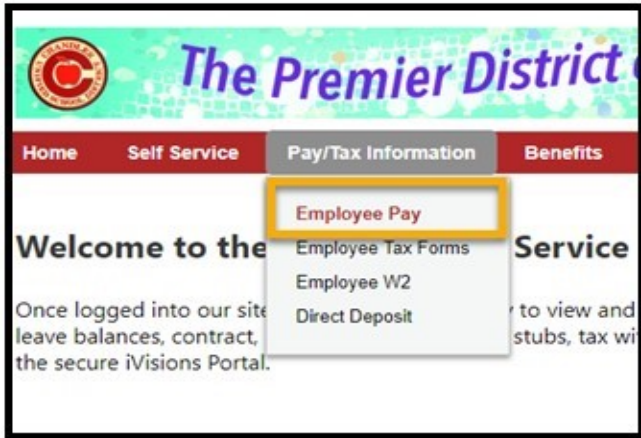
Your earnings for calendar year 2018 will roll over into iVisions, as well as your leave balances. You will still need to access the old system Employee Online (Business Plus) for previous pay stubs and previous year W-2 forms.

EMPLOYEE ONLINE—iVISIONS (use Google Chrome)

Desktop > Staff Links > Employee Online – iVisions

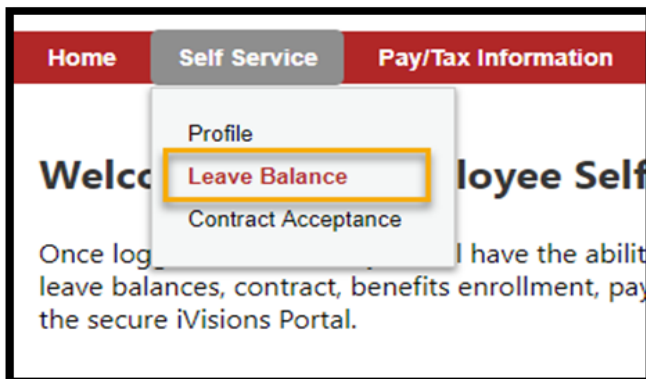
Instructions for viewing Pay Stubs in iVisions:

- On the Menu choose **Pay/Tax Information > Employee Pay**



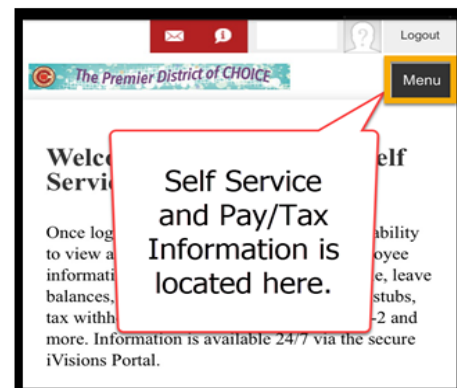
Instructions for viewing Leave Balances in iVisions:

- On the Menu choose **Self Service > Leave Balance**



Instructions for viewing Employee Online—iVisions on a Smart Phone:

- Use Google Chrome > CUSD80.com > Staff Resources and Links > Employee Online—iVisions. Use Active Directory Login and Password.



SICK LEAVE ACCRUAL

There was a recent change regarding how employees accrue sick leave, outlined below:

- Prior to July 1, 2018, sick leave was accrued the second paycheck of the month. The amount of sick leave earned was equivalent to the number of hours worked per day. For example, if you work four hours per day, you will earn four hours per month.
- Effective July 1, 2018, sick leave will be accrued every paycheck during your scheduled contract days. For example, if you work four hours per day on a ten month contract, total earned leave will equal 40 sick leave hours for the year. Within the 10 month contract, there are 22 pay periods, which means you will accrue 1.82 hours per paycheck.

PROFESSIONAL DEVELOPMENT

When requesting professional development the requirements include official transcripts and an **Approved** Pre-Approval Form. Please remember that any course(s) taken for professional development need to be **pre-approved** prior to taking the course(s). The pre-approval forms are located on the CUSD website under Human Resources Tab, Current Employees, Certified and Administrative staff or Support Staff (select your employee type) and then Forms. The form is located under Professional Growth Forms. Please complete the form with your course requests and send it to the appropriate approver:

- CERTIFIED REQUESTS—Dr. Wendy Nance, IRC
- SUPPORT STAFF REQUESTS—Dr. Jeff Filloon, HR

If you are studying for a degree you can submit the whole program at one time for approval and keep the document as proof of approval. Please upload the approved document with your request each year.

If you have any questions, please feel free to contact Maria Reed, HR Generalist at 480-812-7622.

Absence Reporting

To register for the Employee Absence System, call the absence system (480-812-7002). Enter your Access ID# (Employee ID#) followed by the star (*) key. Enter your Access ID# again when it asks for your PIN#. The system will prompt you to record your name, obtain a new PIN# and complete the registration process. After you have registered over the phone, you can view and enter absences online. You can find the employee absence system website located under Staff Resources and Links on our website. Administrative Assistants at your site have access to your PIN# OR you can contact **Pat Rosell, Substitute Coordinator at 480-812-7625.**

Please report your absence as soon as possible. This will ensure quality substitute coverage. Keep your Access ID# and PIN# in a safe and secure place so you have access to the system when needed.

BENEFITS

New Employee Deductions

Deductions for new employees are based on their eligibility date. Benefits for employees whose hire dates range from July 4 to July 31 will become effective October 1, 2018. Deductions will begin September 27, 2018. Blue Cross Blue Shield will mail insurance cards prior to the effective date. New employees have 31 calendar days from their hire date to enroll. If not enrolled during this time-line, employees will have to wait until the new plan year with an effective date of July 1, 2019.

Continuing Employee Deductions and Contributions

Deductions for health insurance plans will begin August 16, 2018 for continuing employees. Employees who selected the High Deductible Health plan (HDHP) with a Health Savings Account will receive the first of two contributions into their Health Equity account on August 31, 2018 -HPDP Low = \$400, HDHP High=\$600.

Employees can log on to Employee Online iVisions to view their benefit selections for the 2018-2019 plan year. Employee online can be accessed on the district website under Human Resources, Quick Links, Employee Online iVisions, Benefits, Benefits, HR Enrollment Detail, Enter the "as of date" (example: 07/07/2018).

Leave of Absence Workshop

This workshop is provided for employees who wish to take a short leave of absence due to medical/maternity. Representatives from Benefits and Payroll will cover the steps needed to request a leave of absence, sick leave usage policy, short term disability, impact on contract and documentation upon return. The next workshop will be held:

Date: August 6, 2018 @ 3:45 PM

Location: District Office

Please Register using My Learning Plan. www.mylearningplan.com

Employee Assistance Program—EAP Preferred



EMPLOYEE ASSISTANCE PROGRAM

Your EAP will help you navigate through the ups and downs of life. You and your household members can use this confidential free program 24 hours/7 days a week.

This program offers:

- Six free face to face counseling sessions per issue
- Unlimited telephonic counseling
- Legal services include a free 30 - minute consultation with local attorney, 25% discount on their fees
- Resources to assist employees with issues such as
 - Stress and Minor Depression
 - Relationships
 - Grief and Loss
 - Substance abuse
 - Legal and Financial
 - Child/Elder Care
 - Housing
 - ID Theft

HOW TO ACCESS

- ⇒ Call to schedule an appointment
602-264-4600
- ⇒ www.eappreferred.com
Username: KAIROS
Password: eappreferred

EAP PREFERRED
EMPLOYEE ASSISTANCE PROGRAM & BEHAVIORAL HEALTH SERVICES
CONSISTENT QUALITY • CONSTANT VALUES

WHO TO CALL IN HUMAN RESOURCES, BENEFITS AND PAYROLL

To help us answer your questions, the first point of contact is outlined below.

HUMAN RESOURCES AND PAYROLL		
Verines Cummings Assistant Director of Human Resources and Payroll	812-7626	<ul style="list-style-type: none"> • Daily Operations of Human Resources and Payroll • Salary Schedules • Summer School
Pam Lundbohm Human Resources Coordinator	812-7665	<ul style="list-style-type: none"> • HR Services for All District Administrators • HR Tech Supervision
Melissa Candelaria Human Resources Tech	812-7648	Employee HR Services for the following sites: <ul style="list-style-type: none"> • Basha, BHS, BJHS, CCHS, Chandler Early College, Chandler ED TV, CTA Freedom, District Office, Fulton, Galveston, Hill Academy, ICAN, Tarwater, and Transportation • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars
Kristina Eckenboy Human Resources Tech	812-7639	Employee HR Services for the following sites: <ul style="list-style-type: none"> • ACP Erie, ACP Oakland, Andersen, Auxier, Bologna, Carlson, Chandler Care Center, Food & Nutrition, Haley, Hancock, HHS, IRC, Online Academy, PJHS, San Marcos, and WJHS • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars
Christine Bassett Human Resources Tech	812-7679	Employee HR Services for the following sites: <ul style="list-style-type: none"> • AJHS, Community Education, Conley, CTA Goodman, Frye, Hartford, Jacobson, Kids Express, Knox, Lil' Explorers, Navarrete, PHS, Ryan, Santan, Shumway, and SJHS • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars
Gayle Rafferty Human Resources Tech	812-7664	Employee HR Services for the following sites: <ul style="list-style-type: none"> • CHS, CTA Humphrey, Elite Academy, CTA Independence, CTA Liberty, Hull, Patterson, Riggs, Sanborn, Support Services, Warehouse, and Weinberg • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars
TBD Payroll Coordinator	812-7614	<ul style="list-style-type: none"> • Payroll Services for all District Administrators • Payroll Tech Supervision • Workforce • 403b Accounts • 457 Accounts

Annette Bennett Payroll Tech	812-7682	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • AJHS, Community Education, Conley, CTA Goodman, Frye, Hartford, Jacobson, Kids Express, Knox, Lil' Explorers, Navarrete, PHS, Ryan, Santan, Shumway, and SJHS • e.g. W-4 Questions and Leave of Absence
Ann Angell Payroll Tech	812-7677	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • ACP Erie, ACP Oakland, Andersen, Auxier, Bologna, Carlson, Chandler Care Center, Food & Nutrition, Haley, Hancock, IRC, Online Academy, PJHS, and San Marcos • e.g. W-4 Questions and Leave of Absence
Sheila Wentz Payroll Tech	812-7678	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • Basha, BHS, BJHS, CCHS, Chandler Early College, Chandler ED TV, CTA Freedom, District Office, Fulton, Galveston, Hill Academy, ICAN, Tarwater, and Transportation • e.g. W-4 Questions and Leave of Absence
Lorri Ireland Payroll Tech	812-7037	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • CHS, CTA Humphrey, Elite Academy, CTA Independence, CTA Liberty, HHS, Hull, Patterson, Riggs, Sanborn, Support Services, Warehouse, Weinberg, and WJHS • e.g. W-4 Questions and Leave of Absence
Brenda Cruz Payroll Tech	812-7663	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> •
Heather Caviar Compliance Specialist	812-7675	<ul style="list-style-type: none"> • ACA Compliance • Benefit Deductions • HSA Account Questions • W-2
Yvette Ardans Payroll Tech	812-7606	<ul style="list-style-type: none"> • Benefit Deductions • Substitute Payroll Services
BENEFITS		
Dee Ostrowicki Assistant Director of Benefits	812-7036	<ul style="list-style-type: none"> • Oversees Benefits • Open Enrollment • Complex Benefit Questions • Health Insurance Orientations • Family/Medical Leave of Absence • Retirement Workshops • Short and Long Term Disability • Wellness Expo

WORKMANS COMP		
Bim Frost Administrative Assistant	812-7660	<ul style="list-style-type: none"> • Questions about coordination of benefits

ONBOARDING, CERTIFICATION, AND PROFESSIONAL DEVELOPMENT

Kathleen Jett Assistant Director of Recruitment and Onboarding	812-7623	<ul style="list-style-type: none"> • Selection and Processing of New Employees • Certified Onboarding • Job Descriptions • Support Staff Transfer Requests • Volunteers
Elizabeth Barker Human Resources Assistant	812-7668	<ul style="list-style-type: none"> • Certificate Renewals • Certified Fingerprint • Certified Job Postings • Certified Transfer Requests • Certified Badges
Suzy Sanders Human Resources Assistant	812-7611	<ul style="list-style-type: none"> • Support Staff Employment • Support Staff Job Postings • Support Staff Onboarding • Support Staff Badges
Maria Reed Human Resources Generalist	812-7622	<ul style="list-style-type: none"> • Coaches Onboarding • Professional Growth for Salary Increase

SUBSTITUTE SERVICES

Pat Rosell Substitute Coordinator	812-7625	<ul style="list-style-type: none"> • Absence Management • Substitutes Certified and Non-certified • Substitute Onboarding
Yvette Ardans Payroll Tech	812-7606	<ul style="list-style-type: none"> • Substitute Payroll Services

Sandy Cooper

Assistant Superintendent of Human Resources

Oversight of Human Resources and Payroll Operations and Benefits

Veronica King Administrative Assistant	812-7624	HR Newsletter Phased Retirees	Loan Forgiveness Applications Verification of Teaching Experience
Theresa Self District-Wide Receptionist	812-7000	District Office Conference Room Schedule Resignation Letters	

Jeff Filloon

Director of Human Resources

Oversight of Recruitment and Onboarding and Substitute Teachers

Rosemary Palma Administrative Assistant	812-7640	General Leave Exceptions Medical Leave Donation	Perm Sub Custodian Student Teachers
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JULY

	Mon	Tue	Wed	Thu	Fri
	2	3	4 4TH OF JULY HOLIDAY	5 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	6
	9	10 NEW TEACHERS REPORT	11 Hourly pay week ends	12 All hourly time Workforce software due (Workforce and time-sheets)	13
	16	17 RETURNING TEACHERS REPORT	18 Hourly pay week ends	19 All hourly time Workforce software due (Workforce and time-sheets) Pay Day (First pay for new teachers)	20
	23 FIRST DAY OF SCHOOL NO GENERAL LEAVE	24 NO GENERAL LEAVE	25 Hourly pay week ends NO GENERAL LEAVE	26 All hourly time Workforce software due (Workforce and time-sheets) NO GENERAL LEAVE	27 NO GENERAL LEAVE
	30 NO GENERAL LEAVE	31 NO GENERAL LEAVE			



AUGUST

	Mon	Tue	Wed	Thu	Fri
			1 NO GENERAL LEAVE	2 All hourly time Workforce software due (Workforce and time-sheets) Pay Day (First pay for returning teachers) NO GENERAL LEAVE	3 NO GENERAL LEAVE
6		7	8 Hourly pay week ends	9 All hourly time Workforce software due (Workforce and time-sheets)	10
13		14	15 Hourly pay week ends	16 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	17
20		21	22 Hourly pay week ends	23 All hourly time Workforce software due (Workforce and time-sheets)	24
27		28	29	30 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	31

