WELCOME

IOWA CITY COMMUNITY SCHOOL DISTRICT
Child-Centered : Future-Focused

NEW EMPLOYEE ORIENTATION
TODAY’S AGENDA

• District Login
• Staff Section on District Website
• District Email
• Time Clock System
• New Hire Safety Training
• Absence Management
• Payroll & Benefits
DISTRICT LOGIN

User Name: last name . first name

Using a District Computer

Checking Email

District Website’s Staff Tab
ACTIVATE DISTRICT LOGIN

• Use the computer in front of you and select “other user”
• Enter the user name (last name.first name)
• Temporary Password is iowa2019
• Change the password
• Go to the District’s website – www.iowacityschools.org
• Sign in (top right corner)
• Use your District user name and your new password
• Make sure you can see the staff tab
Checking District Email
• Use the webmail link on the District’s staff links

• Your email address is
  last name . first name @iowacityschools.org

• Use the new password

if you have any difficulties later – contact the District’s Help Desk 688-HELP

You can add this gmail account to a smartphone
EMPLOYEE WEBSITES

- Absences
- Time-Clock
- Training
ABSENCE MANAGEMENT
(FRONTLINE / AESOP)

Electronic System used for reporting absences
- Employee Web Login
- Employee Mobile App

Login Credentials
- You will receive this email to create your Frontline ID (login credentials)
REPORTING ABSENCES

STEP ONE
Enter absence into Absence Management System online or on the employee mobile app

Leave must be entered as soon as possible for absences that require a sub

All absences must be entered by 11pm the day of an absence

STEP TWO
Report absence to your building (this process may vary between buildings and/or employee groups)
ENTERING AN ABSENCE

• Select date
• Select reason
• Notes
• Attach Files
• Create Absence to save
START AND END TIMES

• Account

• Personal Information

• Go to bottom of the page
Employees are responsible for entering their shift Start & End Times

Ex: 8:00 to 4:00
Start 8:00
Half Day AM End 12:00
Half Day PM Start 12:00
End 4:00

Save Changes
SUBSTITUTE SERVICES

• Absence Management can secure a sub
• Employee groups that get subs can select on each absence if a sub is needed
• Subs are allowed for half and whole day absences only
• If you are able to get a sub for your position, visit the Preferred Substitutes tab under personal information
  – Add Preferred Subs who can see your absences first
LEARNING MORE..

• Log in to your account online

• Click on Frontline Support

• Employee Help
  – Articles
  – Videos
  – Tips
**ABSENCE REASON BALANCES**

- Account tab
- Absence Reason Balances
  - Amount of leave available
  - Shows leave taken

![Absence Reason Balances Table](image)
FAMILY ILLNESS

- Each year you can use 6 family illness days (physical plant can use 10)
- These are days you elect to use your **own** sick days for a family member (see negotiated agreement for details regarding family illness and other types of leave/rules)
- When a family illness day is used, the day is deducted from your sick leave balance and the family illness day is tracked (Ex: 1 of 6)
- Family illness days start over each year, can not carry over
- Unused sick days carry over to the next year and combine with new allocation to a max of 130 sick days.
EMPLOYEE WEBSITES

• ABSENCES
• TIMECLOCK
• TRAINING
“TIME CLOCK PLUS”

• Collect daily time punches for all hourly employees
• Used for events that require payment for an activity (outside of contract duties - examples: professional development, score-keeping, and chaperone duties.
• Dual access system
  – Employee Webclock via Chromebooks
  – Employee Mobile App
• Requires GPS Location Enabled
TCP INSTRUCTIONS

Enter ID/Badge
Select Clock in or out

Verify Action
Webclock
Mobile App
TCP PROCESS

Select Job Code

Webclock

Mobile App
VIEWING HOURS IN TCP

Viewing Hours

Webclock

Mobile App

Log on to dashboard

Select hours

Bill Smith
**VIEW HOURS WILL SHOW:**

- Daily time punches
  - Each Job should have separate start/end times
  - Lunch deductions show on break length
- Paid leave (entered in the absence management system)
- Additional timesheet codes

<table>
<thead>
<tr>
<th>Break Length</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>Shift Total</th>
<th>Day Total</th>
<th>Week Total</th>
<th>Job Code</th>
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<td>8/26/2019 08:00 AM</td>
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<td>0.50</td>
<td></td>
<td></td>
<td>14003 - Para Class III</td>
</tr>
<tr>
<td>30u</td>
<td>8/26/2019 08:00 AM</td>
<td>8/26/2019 03:00 PM</td>
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<td>7.00</td>
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<td>14002 - Para Class II</td>
</tr>
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<tr>
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</tr>
<tr>
<td>30u</td>
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<td>8/29/2019 03:00 PM</td>
<td>6.00</td>
<td>6.00</td>
<td>6.50</td>
<td></td>
<td>14002 - Para Class II</td>
</tr>
<tr>
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<td>8/30/2019 09:00 AM</td>
<td>&quot;Timesheet --&gt;&quot;</td>
<td>7.00</td>
<td>7.00</td>
<td></td>
<td></td>
<td>123010 - SICK LEAVE*</td>
</tr>
<tr>
<td></td>
<td>8/30/2019 07:00 PM</td>
<td>8/30/2019 10:00 PM</td>
<td>3.00</td>
<td>3.00</td>
<td>10.00</td>
<td>36.00</td>
<td>7907 - ACTIVITY SUPERVISION-LIBERTY</td>
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</tbody>
</table>
EMPLOYEE WEBSITES

• ABSENCES
• TIMECLOCK
• TRAINING
WEB-BASED TRAINING

• New hire training
• District wide annual training
• Training topics range from:
  – Occupational Health
  – Confidentiality
  – Health & Equity
  – Social Media
NEW HIRE TRAINING DIRECTIONS

• Receive this email with a link to log in

• User Name
  – Last name . First name

• Password
  – Last 4 of ssn

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From: WORKS [mailto:WORKS-no-reply-cr3955@publicschoolworks.com]
Sent: Friday, April 11, 2014 2:48 AM
To: John Smith
Subject: Training - New Enrollment

Dear John Smith,

It is time to complete training. Please click on the link below to see the courses in which you are currently enrolled.

[Click here to start your training]

If the link does not work, copy and paste the following address in a browser:
http://www.publicschoolworks.com/Pages/training.aspx?id=8733&cuid=443948&date=now

After you log in, click on "Your Course List" and then click on "Enter Class" for each course listed.

If you are a supervisor and this training assignment involves employees under your supervision, please confirm the people you supervise are aware of the training - in case they don’t get or read email.

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Your Assignments
The following shows your training assignments based on the account information below. If your account information is not current, you can change it when you log in to start your training. If you do change your account information, your training assignments may change.

<table>
<thead>
<tr>
<th>No.</th>
<th>Course Title</th>
<th>Reason</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-154</td>
<td>Ohio Ethical Use of Tests</td>
<td></td>
<td>4/14/14</td>
</tr>
</tbody>
</table>

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Your Login information
User Name: enter the first letter of your first name added to your last name (e.g. jsmith for John Smith).
Password: enter the last 4 digits of your social security number.

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Your Account Information
Site: Main Office
Ph: Occupation: 
Sec: Occupation: 
Dept/Group: 

Training is a very important part of your development and our regulatory compliance program. Our online training system allows you to complete training at your own pace at a convenient time.

Thank you.
COURSE LIST

• Click on “start course” to begin an online course

• Can print transcripts for personal records – don’t need to send copies to HR
CONTRACTS / LETTERS OF ASSIGNMENT

Certified Contracts
- Mailed to buildings after board meetings
- (2nd and 4th Tuesday of each month)
- Contracts will be sent in campus mail – please check with your building where your employee mailbox is located.

Letters of assignment
- Letters for support staff positions that verify hourly wage, hours per day, and number of days
- will be sent in campus mail – please check with your building where your employee mailbox is located.
PAYROLL DOCUMENTS TO COMPLETE

- I-9 Form
- IPERS Form
- Direct Deposit Form with voided check
- Both UMR Enrollment/Waiver Forms
- Delta Dental Enrollment/Waiver Form
- National Life/Disability Insurance Enrollment Form
- Flex Enrollment Form
- Vision Enrollment Form
- Voluntary Life Insurance Enrollment Form
- Salary Reduction Form for 403b Account

All forms must be completed online within one week of receiving the initial email from payroll.

Please contact the Brandy or Kira in the payroll office at 319-688-1004 with any questions related to pay and/or benefits.
EMPLOYEE WEBSITE REVIEW

• Absence Management
  – Used For: Reporting Absences
    • Find: District Website - Staff Links – Frontline or Employee Mobile App – login is created by user

• Benefits Passport
  – Used For: Online Benefit enrollment & Management
    • Find: District Website - Staff Tab – Employee Benefit Information – Benefits Passport

• Email – Google – Sign into Google online or webmail link on staff links or google mobile apps

• Employee Access Center
  – Used For: Reviewing Paystubs, Making phone/address changes
    • Find: District Website - Staff Links – Employee Access Center or Employee Mobile App – Login uses email and last 4 ssn

• Application System
  – Used For: Staff transfer process
    • Find: District Website - Staff Links – Job Opportunities – login is created by user

• Safety & Training
  – Used For: Online New Hire Training, annual District training
    • Find: District Website - Staff Links – Training Links – Public School Works Online Learning – login is last name . First name and last 4 of ssn

• Staff Resources – Online
  – Used For: District/Business Office forms, work calendars, negotiated agreements, seniority lists, etc
    • Find: District Website - Staff tab – Staff Resources

• Time Clock
  – Used For: Clocking in/out for hourly employees and events to be paid outside of contract duties for all employees
    • Find: District Website - Staff links – TimeClock Plus – Webclock – login is 9+last 5 of ssn
**MOBILE APPS**

**Timeclock**
- Apple or Google Store
  - TimeClock Plus v7 MobileClock
- External Server
  - "https"
- Domain
  - 128213.tcplusondemand.com
- Port
  - 443
- Namespace
  - 128213
- ID/Badge
  - (Employee ID – found in EAC)

**Absence Management**
- Apple or Google Store
  - Frontline Education
- District Code
  - 7354
- You Create:
  - Username & Password

**Employee Access Center**
- Apple or Google Store
  - eFinancePLUS Employee
- District Name
  - "Iowa City Community School District"
- User ID
  - Use your District Email
- Password
  - Last 4 of your ssn
UPDATING TCP MOBILE APP WITH NEW EMPLOYEE NUMBER

MobileClock
8/8/2019 12:01:06 PM
Reconnect
LogOn (Offline)
Update PIN
Configure

Configuration
8/8/2019 12:01:10 PM
Server
Logs
Reset

https://128213.tcplusondemand.com:443/api/v001

Namespace 128213
Company Iowa City Community School District
Client 7.0.79.5
Application 70.79.3

Server
8/8/2019 12:01:19 PM
Enter the desired host and port.
If you weren't given a specific port number, just leave it blank.
Host 128213.tcplusondemand.com
Port 443
Next
namespace
8/8/2019 12:01:30 PM

Enter the desired namespace.

The namespace tells the server what database to connect to. If you have not been provided with a specific namespace, leave this field blank.

Namespace
128213

next

select company
8/8/2019 12:01:37 PM

Select the company that you want to log hours for.

iowa city community school district 1

id
8/8/2019 12:01:47 PM

Enter your Employee ID number.

id/badge number

log on