HRIS:

HR Information System overview for NEW EMPLOYEES

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www.everettsd.org
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EVERETT PUBLIC SCHOOLS

Welcome to Everett Public Schools!

We have several information systems within Human Resources that are integral to your employment At Everett Public Schools. Within this document are training briefs for these systems.

Frontline - Absence Management – absence substitute management system

- How to create an absence
- Managing your personal information
- Accessing absence management on the phone

Frontline - Professional Growth – Professional Development system

- Setting up your account
- Registering for professional development activities

Frontline - Central – Manage employee-related forms

- Submit paperless employee-related forms to human resources & payroll

Vector Training (formerly SafeSchools) - Online mandatory safety training

- How to log into your account
- Taking your mandatory trainings

HR Information Systems (HRIS) Overview

Frontline Education Systems

Login: Single Sign On

Frontline Absence Management Questions? Contact Substitute Services at ext. 4111

Ensure qualified substitutes cover every absence, accurately compensate each employee for their time, stay compliant with labor laws and know where all your employees are during a drill or emergency. FLAM can effectively manage employee attendance.

- Save time reporting on absence trends
- Reduce paperwork and manual data entry
- Track employee schedules
- Ensure there's a qualified substitute when needed

Docushare training guides

Frontline Professional Growth Questions call ext. 4127

Addresses all our unique professional growth needs including planning, managing and track every aspect of the professional learning process to impact student learning. FLPG provides a catalog of goal-aligned learning opportunities as well as the evaluation tools that identify relevant professional learning.

- Online Course Registration
- Provides custom transcripts
- Automatically assigned absences in Frontline Absence for approved out-of-classroom PD
- Track progress toward state and district requirements

Docushare training guides

Vector Training Questions call ext. 4127

Login: Employee ID

Questions call ext. 4127

Employee Online (Payroll/HR System)

Login: Employee ID / Password: Same as network login

HR Systems Information for the New Employee includes basic new employee training

- Absence reporting
- Leave of absence information
- Vector Training safety training
- Professional Development course registration in Frontline Professional Growth
- HR contacts

ABSENCE REPORTING

- All staff members are required to report their absence no later than the day of the absence via the Frontline absence management system even if a substitute is not required.
- Office staff cannot create your absence on your behalf.
- If not reported on the day of the absence, an absence verification form is required.

UNPAID LEAVE

Any unpaid leave must be pre-approved by the immediate supervisor prior to the leave being taken. A Payroll Absence Verification Form is required for this type of leave.

LONG-TERM LEAVE & WORK RESTRICTIONS

When an employee is on a long-term leave (medical, personal, childcare, etc.) they **may not** work for the District or anywhere else for the duration of their leave, without prior approval from the Executive Director of Human Resources. They may not attend classes offered by the district, attend LID, in-service or other professional development days, nor may they work as a substitute in any capacity.

Questions about leave of absence requests please contact the Benefits Office, 425-385-4115

Questions about absence reporting contact Substitute Services, 425-385-4111

ADDITIONAL ABSENCE REPORTING TIPS

- Confirm your work schedule and location every year. You can do this by clicking on "Create an Absence" (No need to report an absence if one is not needed). Request changes with your building office manager or contact subservices@everettsd.org 425-385-4111.
- Schedules with multiple locations or classifications must enter an absence for each schedule, select alternate schedule in the drop down menu.
- Receive email confirmations of absences and cancellations by updating your e-mail address in your Frontline profile.
- Email preferred substitute name and ID to subservices@everettsd.org and request they be added to your "Priority List".
- Within your Frontline profile, you can review or cancel absences and review the assigned substitute.
- Refer to your school/department office manager for school schedules when reporting less than a full day absence.
- Certificated long-term subs (21+ days) must be approved by Human Resources prior to placement.

Contact Information

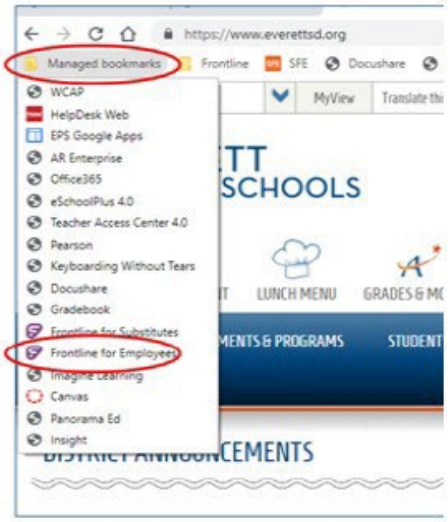
Substitute Services
Human Resources
6:30am – 4:30pm
425-385-4111
Subservices@everettsd.org

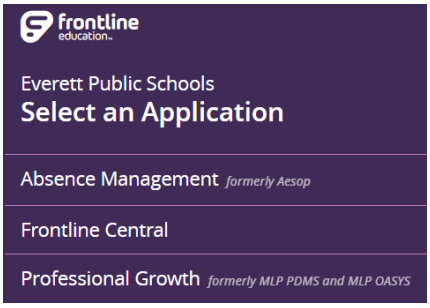
FL - Absence Management
Absence Reporting and Leaves of Absence

All staff members are required to report their absence via the Frontline absence management system even if a substitute is not required.

LOGGING IN ON THE WEB

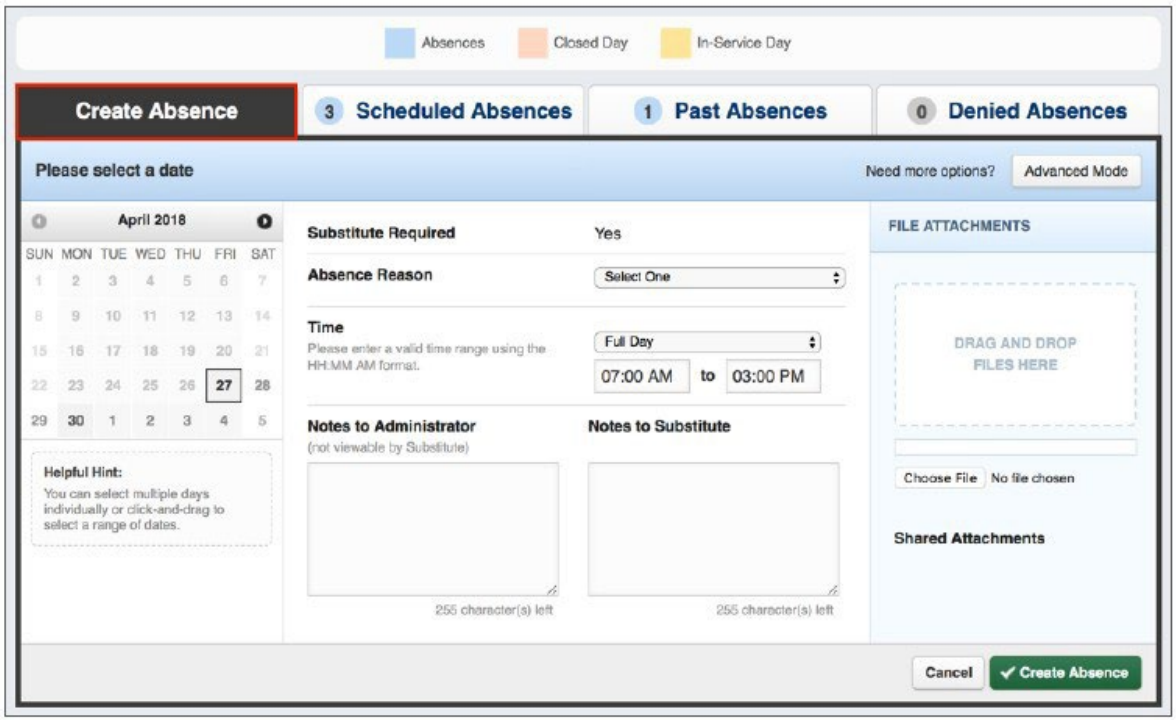
Frontline for Employees (Managed Bookmarks Google Chrome) ttps://login.frontlineeducation.com/sso/everettsd
No login credentials are required within the district network.





CREATING AN ABSENCE

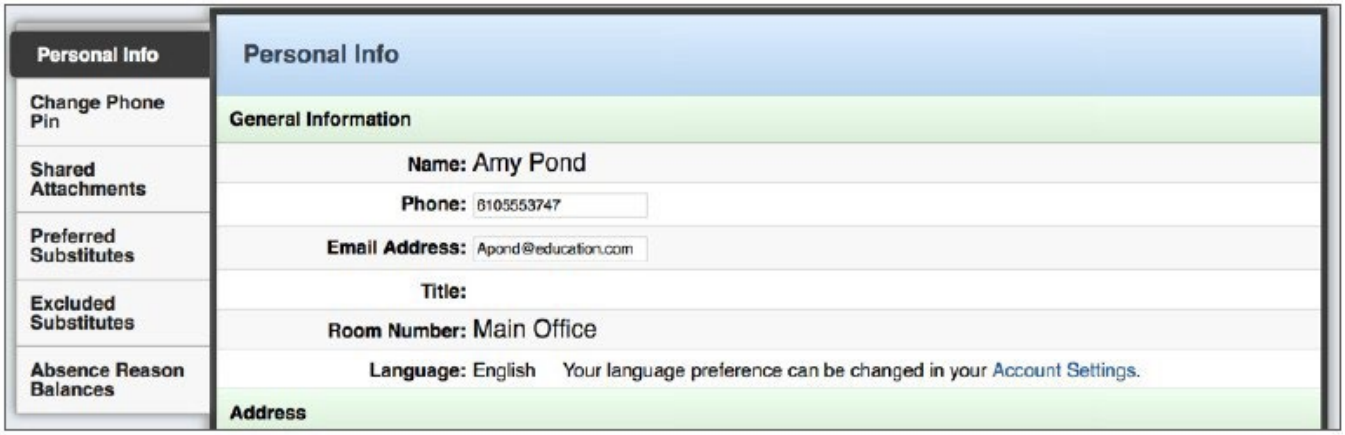
You can enter a new absence from your Absence Management home page under the Create Absence tab. Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

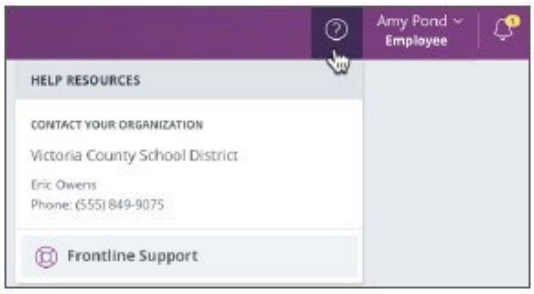


FL - Absence Management
Absence Reporting and Leaves of Absence

CREATING AN ABSENCE

Using the "Account" option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.





GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select Frontline Support. This opens a knowledge base of help and training materials. You may also contact Human Resources at ext. 4111

GETTING HELP AND TRAINING

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the Absence Management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:

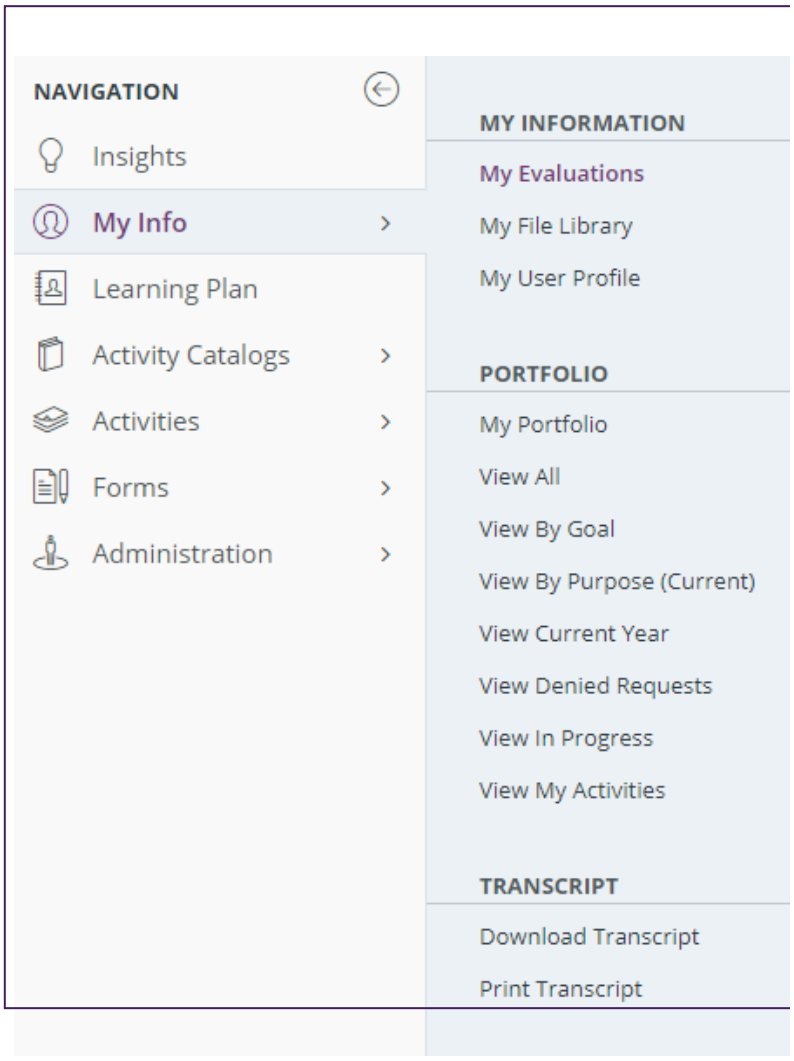
- Create an absence (within the next 30 days) – Press 1
- Review upcoming absences – Press 3
- Review a specific absence – Press 4
- Review or change your personal information – Press 5

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.

Frontline: Professional Growth

Navigating Your Info and Learning Plan

When you log into Frontline: Professional Growth, you will see options to view **My Info** and **Learning Plan** on the Navigation Bar.

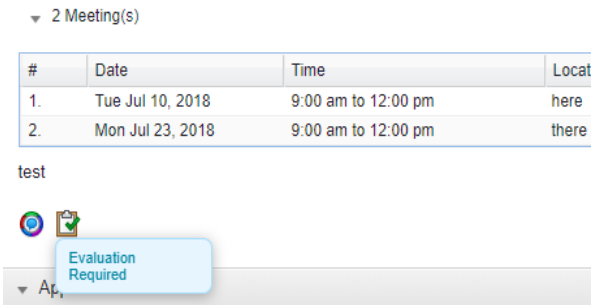


My Info, you will be able to:

- Update your profile information, view your **User Profile**. This includes your notification settings, your email address, your assignment location, department (where applicable) and subject area

- View **My Portfolio** to see classes you've taken.

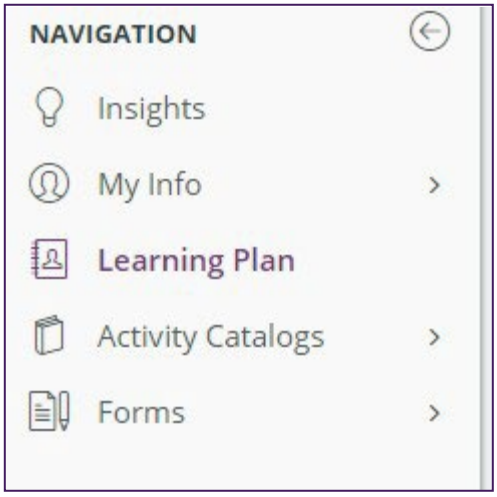
- Click on completed activity to complete required course evaluation.



Frontline: Professional Growth

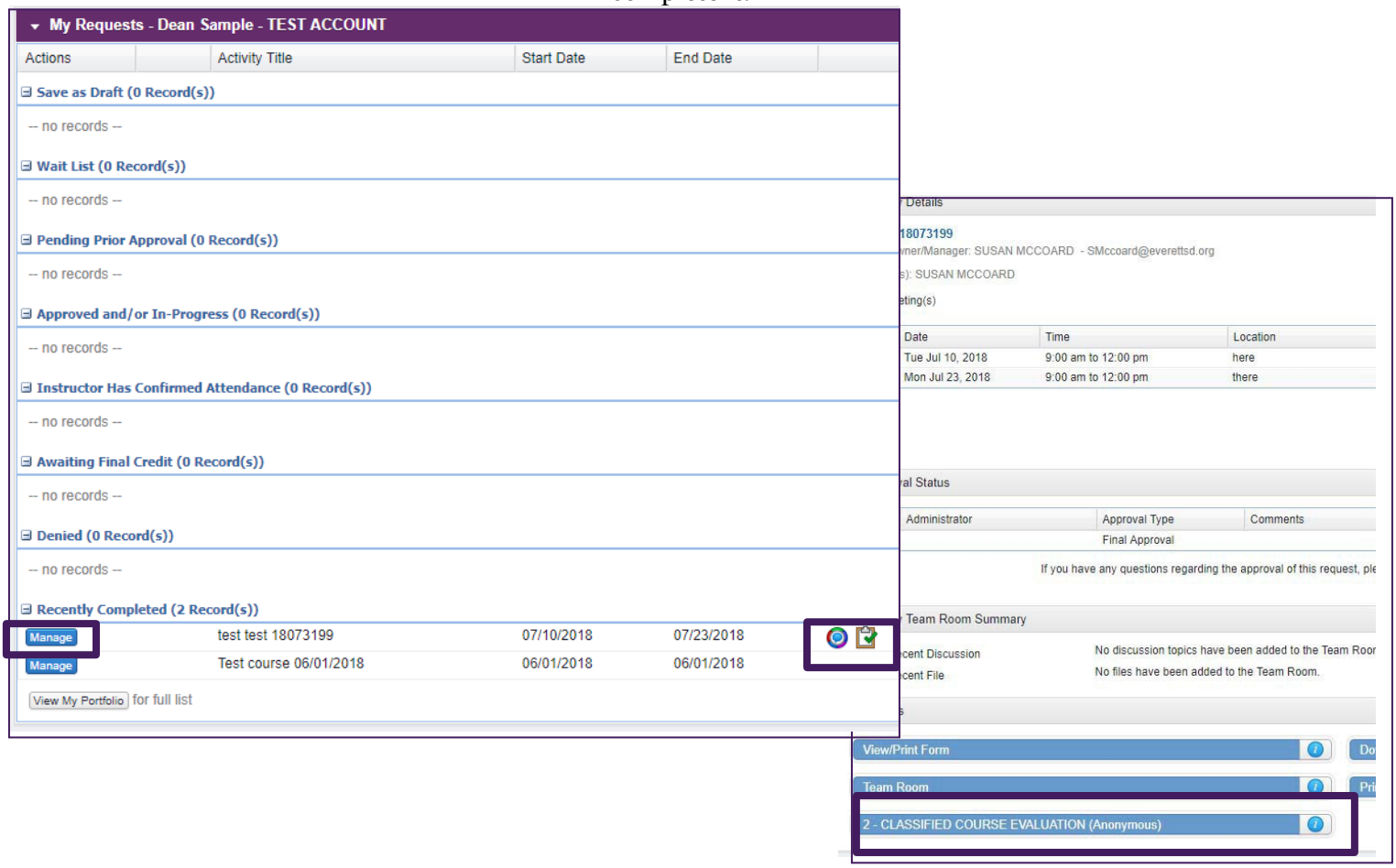
Navigating Your Info and Learning Plan

To find additional professional development information, select **Learning Plan** from your navigation menu.



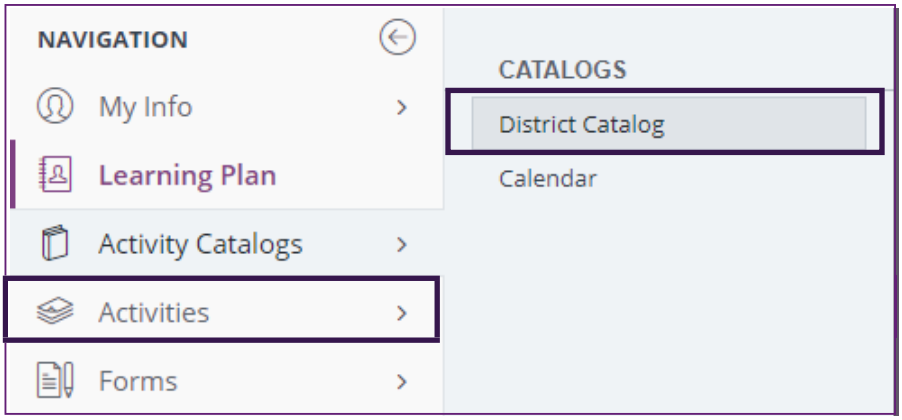
From Learning Plan tab, you will find:

- **Wait List**- if you have signed up for an activity, but the class list was full, you will automatically be added to the wait list.
- **Pending Prior Approval** – sometimes an instructor may want to restrict who can take an activity. If the instructor is still monitoring, your name will be here until approved or denied.
- **Approved and/or In-Progress** – all upcoming and in- progress activities will be listed here.
- **Instructor has Confirmed** or **Awaiting Final Credit** this is for sessions awaiting attendance. If these are empty, it means you've been marked as attended.
- **Recently Completed** is where you will find activities that have recently ended.
- The clipboard icon identifies an evaluation is required. Select **Manage** next to the activity and then select the evaluation to complete it.

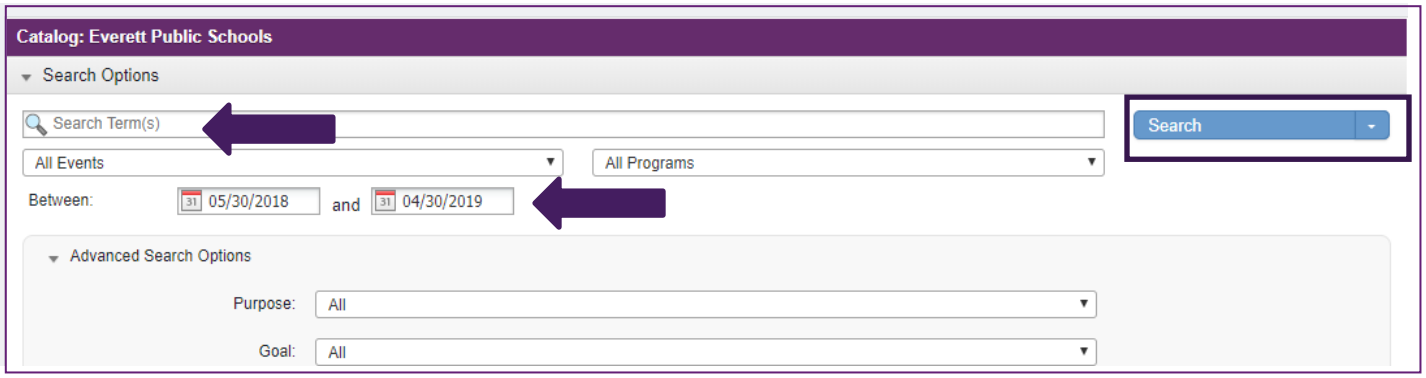


Frontline: Professional Growth

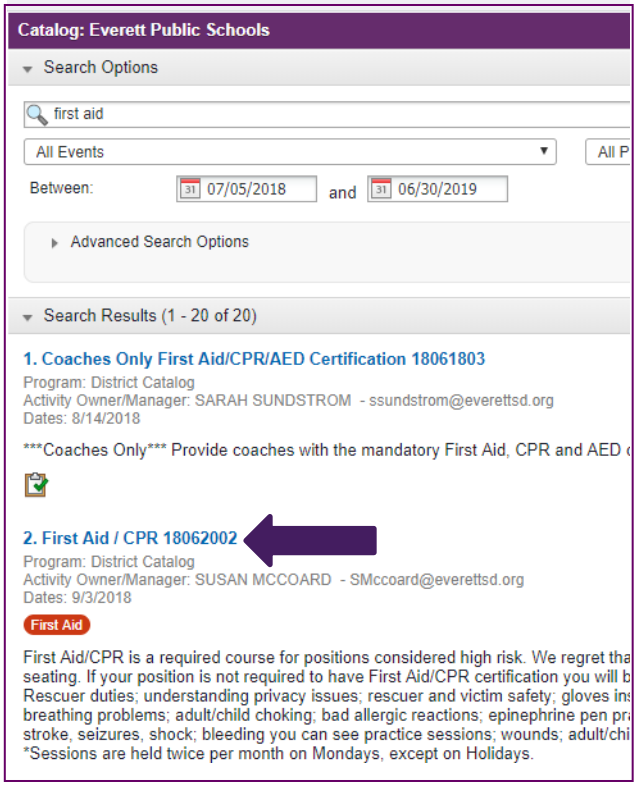
Viewing the Catalog & Registering for Activities

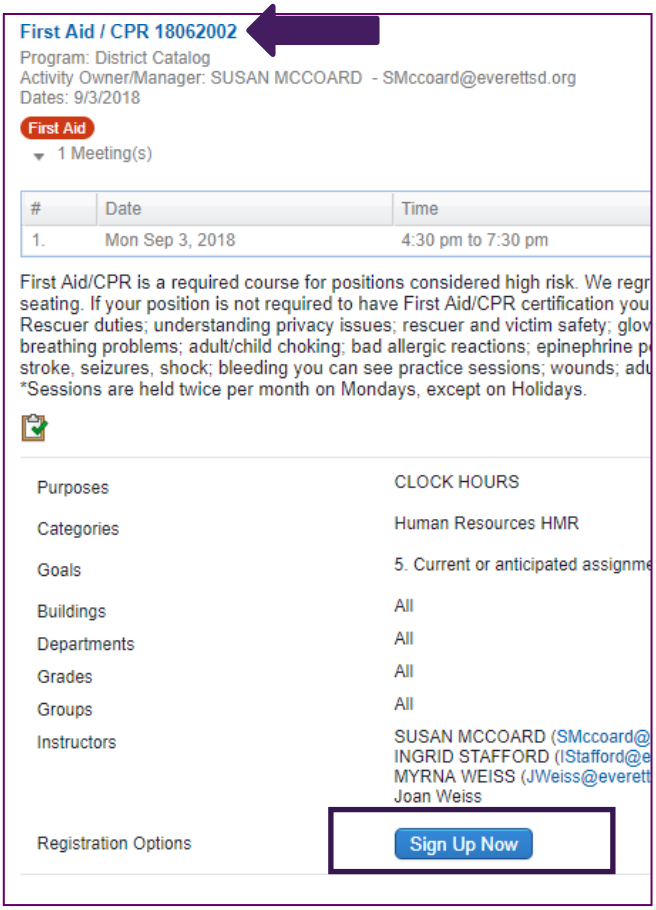


In the Navigation pane, select **Activity Catalog**, find the **District Catalog** to search for professional development offerings or use the Calendar option to browse by date.



You can search by date, content area, purpose, etc. Be sure to select **search**
After you search for a specific activity, click on the title for more details. To sign up, click on **Sign Up Now**.

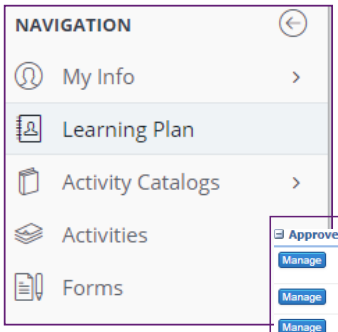




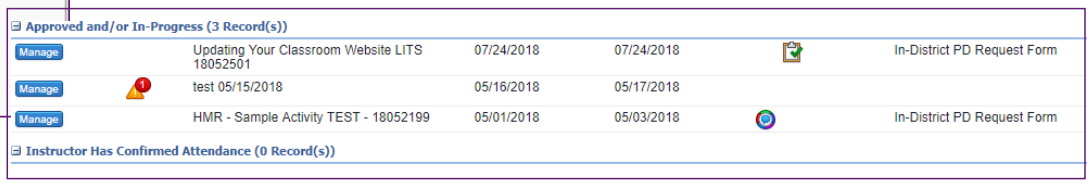
Frontline: Professional Growth

Viewing the Catalog & Registering for Activities

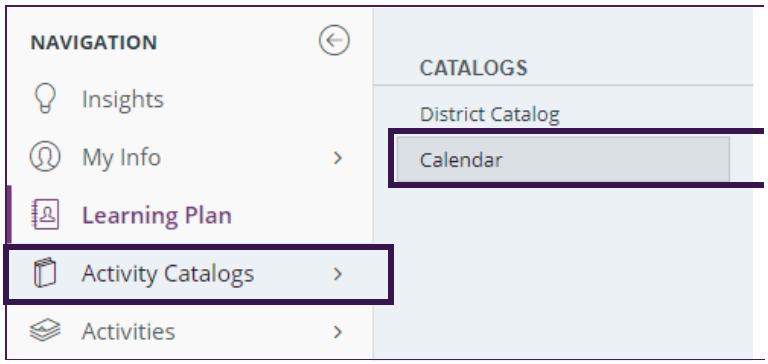
To review your schedule, click on Learning Plan from the Navigation bar.

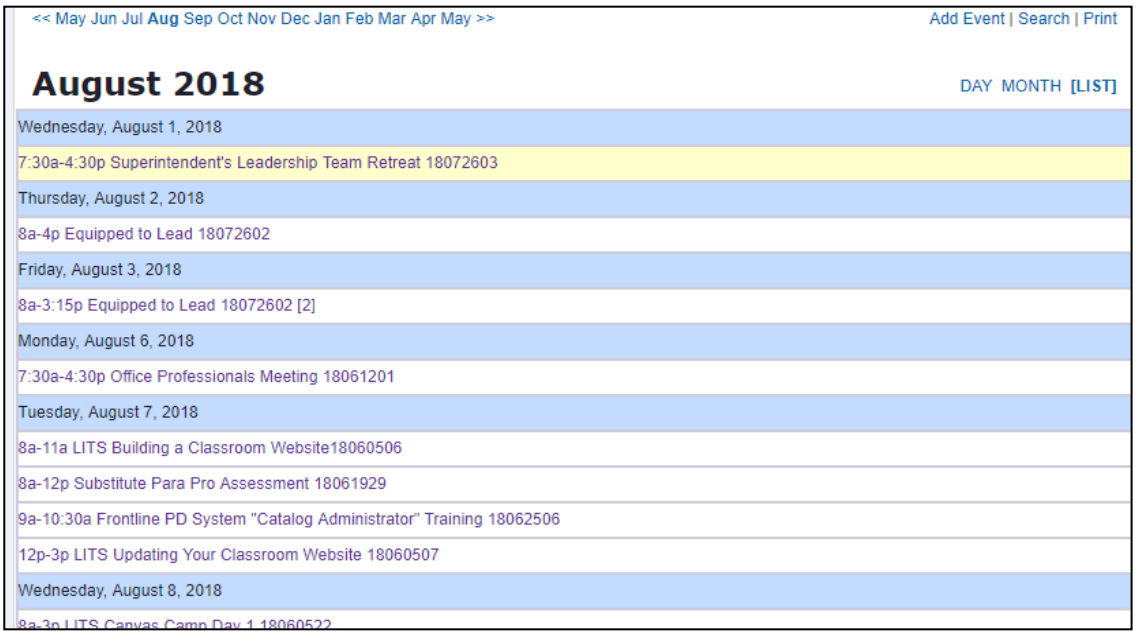


All activities for which you have signed up will appear under Approved and/or InProgress



Search by Calendar view or search by day or month. The **LIST** view is the most user friendly (shown below).





Vector Training
Mandatory Training

The district requires all employees be trained on the following topics through *Vector Training*. These trainings are a condition of employment and should be completed during the scheduled work day for non-exempt employees (e.g., paraeducators, office personnel, custodians, food and nutrition, trades, nurses, etc.). If they are unable to complete the training during their regular work day, it is up to the supervisor to allocate additional time.

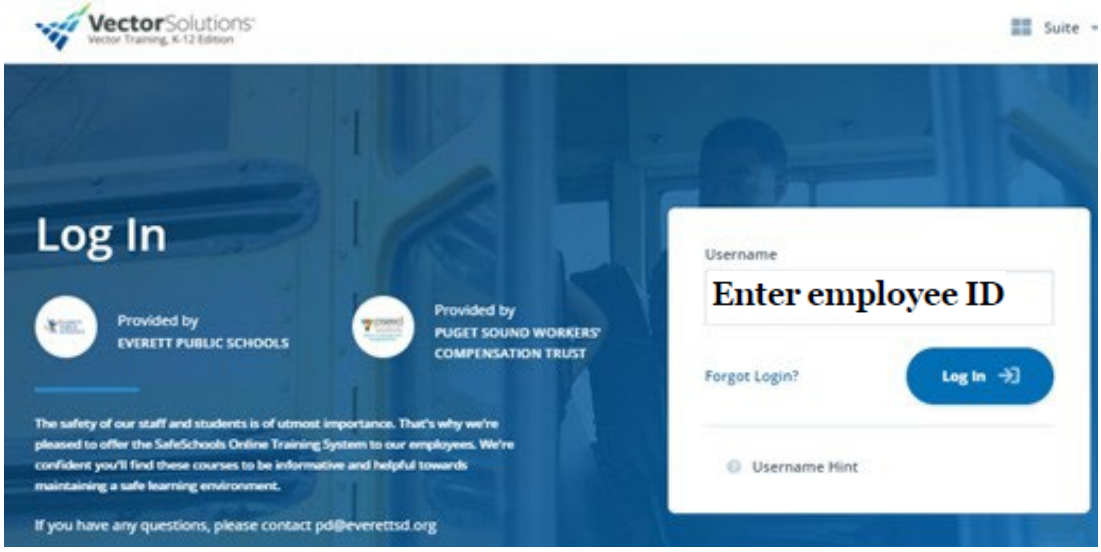
https://everett-wa.safeschools.com/training/home

- Every year, the law requires each staff member to receive training in:
  - ***Bloodborne Pathogen Exposure Prevention*** (21 min)
  - ***Bullying: Recognition & Response*** (25 minutes) RCW 28A.300.285
  - ***Health Emergencies Overview*** *(School staff only)* (25 minutes) RCW 28A.210
  - ***EPS KIT Program training McKinney-Vento and foster Education Support*** *(15 min)*
  - ***Responding to Civil Rights Complaints in EPS*** *(38 min)*
  - ***Staff Handbooks & District Policies and Procedures*** *(15 min)*

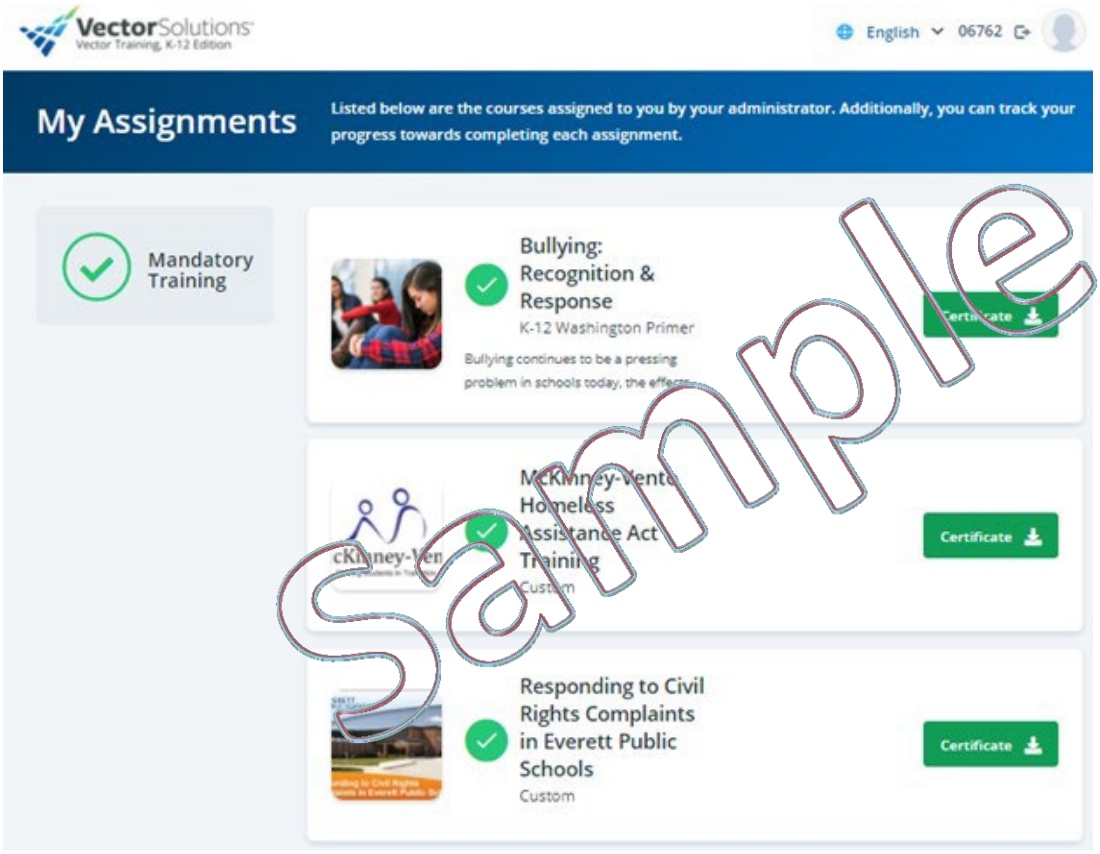
- Every three years, which included the 2022-23 school year, the law requires each staff member to receive training in:
  - ***Boundary Invasion*** (25 minutes) WAC 392-190

- Upon new employment to the district, in addition to the trainings listed above, it is required new staff member receive training in the following:
  - ***Back Injury and Lifting*** *(20 min)* RCW 28A.320.125
  - ***Bloodborne pathogen Exposure Prevention*** *(21 min)* OSHA 1910.1030
  - ***District Employee Handbook*** *(15 min)*
  - ***What Every Employee Must Be Told*** *(66 min)* WAC 181-87 RCW 28a.400 RCW 26.44.030 RCW 28A.400.317 RCW 42.41 RCW 9A.36.078

Log into Vector Training using Chrome, Firefox, or Safari https://everett-wa.safeschools.com/training/home



A list of mandatory trainings is assigned to you according to your hire status and assignment. Click on a course title to begin the training. You must finish each section of the course to complete it, including the quiz. To avoid past due notices, complete all trainings assigned by the due date.



Note: When reviewing the staff and/or district handbooks it is important to FOLLOW ALL steps through completion.

1. Click the title (is a link) to review the training document

2. After reviewing the document select "close window" to return to this page and advance to the next screen to complete the process.

3. After you "close window" click NEXT to acknowledge receipt of the information and complete the training.

4. Read acknowledgment and place a check in the space to agree

Hints:

- Use volume as videos have sound
- Use Google Chrome, Firefox or Safari (not Internet Explorer)
- It is not necessary to notify Human Resources regarding completions