

HRIS:

HR Information System overview for NEW EMPLOYEES

2021 - 22

PO Box 2098
Everett, WA 98213
www.everettsd.org
Revised 10.14.2021



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

Vector Training (formerly SafeSchools) - Online mandatory safety training

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

HR Contacts



FL - Absence Management

Absence Reporting and Leaves of Absence

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.

REASON CODES FOR ABSENCES

- | | |
|---|---|
| 1. Illness | 9. Bereavement (Verification form required) |
| 2. Serious Family Illness (Verification form required) | 10. Religious Holiday |
| 3. Personal Day (EEA) | 11. Military Leave |
| 4. Vacation (prior approval required) (EAEOP/SEIU/TRADES) | 12. Association/Union (Prior approval required) |
| 5. Subpoena/Court | 13. L&I Disability |
| 6. Jury Duty (Verification form required) | 14. Birth/Adoption |
| 7. Emergency (Verification form required) | 18. DRA Testing |
| 8. Unpaid Leave (Prior approval required) | 19. SWA Release |
| | 27. Witness/District Court (Verification form required) |
| | 32. Personal Day (Classified) (Prior approval 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.

- Benefits Coordinators:
 - Nedie Mahajan 425-385-4116
 - Linda Conti 425-385-4128
- benefits@everettsd.org 425-385-4115

Questions about absence reporting contact substitute services,

- Substitute Coordinators:
 - Shelly Gross 425-385-4289
 - Catherine Adams 425-385-4124
- subservices@everettsd.org 425-385-4111



FL - Absence Management

Absence Reporting and Leaves of Absence

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

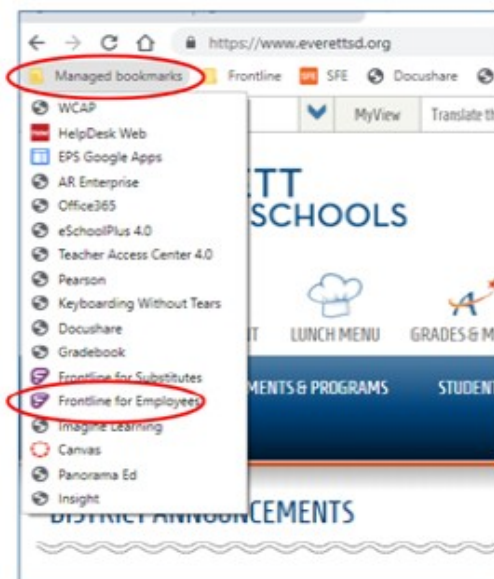
All staff members are required to report their absence via the Frontline absence management system even if a substitute is not required.

LOGGING IN ON THE WEB

Frontline for Employees (Managed Bookmarks in Google Chrome)

<https://login.frontlineeducation.com/sso/everettsd>

If you have not yet logged into Frontline with the new link, please do so. No login credentials will be 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**.

Create Absence | 3 Scheduled Absences | 1 Past Absences | 0 Denied Absences

Please select a date | Need more options? | Advanced Mode

April 2018

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |

Substitute Required Yes

Absence Reason Select One

Time Full Day
Please enter a valid time range using the HH:MM AM format.
07:00 AM to 03:00 PM

Notes to Administrator (not viewable by Substitute)
255 character(s) left

Notes to Substitute
255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File | No file chosen

Shared Attachments

Cancel | **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.

| | |
|-------------------------|--|
| Personal Info | Personal Info |
| Change Phone Pin | General Information |
| Shared Attachments | Name: Amy Pond |
| Preferred Substitutes | Phone: 6105553747 |
| Excluded Substitutes | Email Address: Apond@education.com |
| Absence Reason Balances | Title: |
| | Room Number: Main Office |
| | Language: English Your language preference can be changed in your Account Settings . |
| | Address |

| | |
|-------------------------------------|----------------------|
| HELP RESOURCES | Amy Pond Employee |
| CONTACT YOUR ORGANIZATION | |
| Victoria County School District | |
| Eric Owens Phone: (555) 849-9075 | |
| Frontline Support | |

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 or 4114

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.

NAVIGATION

Insights

My Info

Learning Plan

Activity Catalogs

Activities

Forms

Administration

MY INFORMATION

My Evaluations

My File Library

My User Profile

PORTFOLIO

My Portfolio

View All

View By Goal

View By Purpose (Current)

View Current Year

View Denied Requests

View In Progress

View My Activities

TRANSCRIPT

Download Transcript

Print Transcript

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.

▼ 2 Meeting(s)

| # | Date | Time | Locat |
|----|------------------|---------------------|-------|
| 1. | Tue Jul 10, 2018 | 9:00 am to 12:00 pm | here |
| 2. | Mon Jul 23, 2018 | 9:00 am to 12:00 pm | there |

test



Evaluation
Required

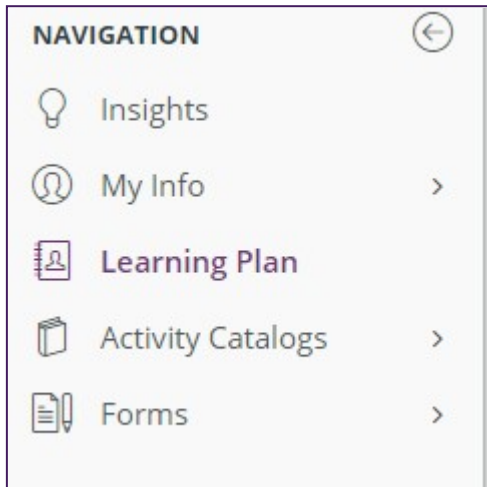
▼ Ap,



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.

▼ My Requests - Dean Sample - TEST ACCOUNT

| Actions | Activity Title | Start Date | End Date |
|---|------------------------|------------|------------|
| Save as Draft (0 Record(s)) | | | |
| -- no records -- | | | |
| Wait List (0 Record(s)) | | | |
| -- no records -- | | | |
| Pending Prior Approval (0 Record(s)) | | | |
| -- no records -- | | | |
| Approved and/or In-Progress (0 Record(s)) | | | |
| -- no records -- | | | |
| Instructor Has Confirmed Attendance (0 Record(s)) | | | |
| -- no records -- | | | |
| Awaiting Final Credit (0 Record(s)) | | | |
| -- no records -- | | | |
| Denied (0 Record(s)) | | | |
| -- no records -- | | | |
| Recently Completed (2 Record(s)) | | | |
| Manage | test test 18073199 | 07/10/2018 | 07/23/2018 |
| Manage | Test course 06/01/2018 | 06/01/2018 | 06/01/2018 |
| View My Portfolio for full list | | | |

Details

18073199

Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org

Requester(s): SUSAN MCCOARD

Waiting(s)

| Date | Time | Location |
|------------------|---------------------|----------|
| Tue Jul 10, 2018 | 9:00 am to 12:00 pm | here |
| Mon Jul 23, 2018 | 9:00 am to 12:00 pm | there |

Final Status

| Administrator | Approval Type | Comments |
|---------------|----------------|----------|
| | Final Approval | |

If you have any questions regarding the approval of this request, please contact the administrator.

Team Room Summary

Recent Discussion

Recent File

No discussion topics have been added to the Team Room.

No files have been added to the Team Room.

View/Print Form

Team Room

2 - CLASSIFIED COURSE EVALUATION (Anonymous)



Frontline: Professional Growth

Viewing the Catalog & Registering for Activities

NAVIGATION

- My Info
- Learning Plan**
- Activity Catalogs
- Activities**
- Forms

CATALOGS

- District Catalog**
- Calendar

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.

Catalog: Everett Public Schools

▼ Search Options

Search Term(s)

All Events All Programs

Between: and

▼ Advanced Search Options

Purpose:

Goal:

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**.

Catalog: Everett Public Schools

▼ Search Options

first aid

All Events All P

Between: and

► Advanced Search Options

▼ Search Results (1 - 20 of 20)

1. Coaches Only First Aid/CPR/AED Certification 18061803

Program: District Catalog
Activity Owner/Manager: SARAH SUNDSTROM - ssundstrom@everettsd.org
Dates: 8/14/2018

Coaches Only Provide coaches with the mandatory First Aid, CPR and AED c

2. First Aid / CPR 18062002

Program: District Catalog
Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org
Dates: 9/3/2018

First Aid

First Aid/CPR is a required course for positions considered high risk. We regret that seating. If your position is not required to have First Aid/CPR certification you will be Rescuer duties; understanding privacy issues; rescuer and victim safety; gloves in; breathing problems; adult/child choking; bad allergic reactions; epinephrine pen pr; stroke, seizures, shock; bleeding you can see practice sessions; wounds; adult/chi

*Sessions are held twice per month on Mondays, except on Holidays.

First Aid / CPR 18062002

Program: District Catalog
Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org
Dates: 9/3/2018

First Aid

▼ 1 Meeting(s)

| # | Date | Time |
|----|-----------------|--------------------|
| 1. | Mon Sep 3, 2018 | 4:30 pm to 7:30 pm |

First Aid/CPR is a required course for positions considered high risk. We regret that seating. If your position is not required to have First Aid/CPR certification you will be Rescuer duties; understanding privacy issues; rescuer and victim safety; gloves in; breathing problems; adult/child choking; bad allergic reactions; epinephrine pen pr; stroke, seizures, shock; bleeding you can see practice sessions; wounds; adult/chi

*Sessions are held twice per month on Mondays, except on Holidays.

| | |
|----------------------|---|
| Purposes | CLOCK HOURS |
| Categories | Human Resources HMR |
| Goals | 5. Current or anticipated assignme |
| Buildings | All |
| Departments | All |
| Grades | All |
| Groups | All |
| Instructors | SUSAN MCCOARD (SMccoard@everettsd.org) INGRID STAFFORD (IStafford@everettsd.org) MYRNA WEISS (JWeiss@everettsd.org) Joan Weiss |
| Registration Options | <input type="button" value="Sign Up Now"/> |



Frontline: Professional Growth

Viewing the Catalog & Registering for Activities

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

NAVIGATION

My Info

Learning Plan

Activity Catalogs

Activities

Forms

All activities for which you have signed up will appear under Approved and/or In-Pro

| | | | | | |
|---|---|------------|------------|--|-----------------------------|
| Approved and/or In-Progress (3 Record(s)) | | | | | |
| Manage | Updating Your Classroom Website LITS 18052501 | 07/24/2018 | 07/24/2018 | | In-District PD Request Form |
| Manage | test 05/15/2018 | 05/16/2018 | 05/17/2018 | | |
| Manage | HMR - Sample Activity TEST - 18052199 | 05/01/2018 | 05/03/2018 | | In-District PD Request Form |
| Instructor Has Confirmed Attendance (0 Record(s)) | | | | | |

You can also use the Calendar view to find an Activity.

NAVIGATION

Insights

My Info

Learning Plan

Activity Catalogs

Activities

CATALOGS

District Catalog

Calendar

While you can search by day or month, we find that the **LIST** view is the most user friendly. (Shown below)

Make sure that you've selected **District Catalog** and **EPS Online Catalog** to see all of Everett's courses.



Frontline: Professional Growth

Viewing the Catalog & Registering for Activities

Professional Development

Personal Calendar

☒ My Calendar

[+] Add Event

District Catalog

☒ District Catalog

☒ EPS Online Catalog

☐ Online Courses

Calendar - Everett Public Schools

<< May Jun Jul **Aug** Sep Oct Nov Dec Jan Feb Mar Apr May >>

Add Event | Search | Print

August 2018

DAY MONTH [LIST]

| |
|---|
| Wednesday, August 1, 2018 |
| 7:30a-4:30p Superintendent's Leadership Team Retreat 18072603 |
| Thursday, August 2, 2018 |
| 8a-4p Equipped to Lead 18072602 |
| Friday, August 3, 2018 |
| 8a-3:15p Equipped to Lead 18072602 [2] |
| Monday, August 6, 2018 |
| 7:30a-4:30p Office Professionals Meeting 18061201 |
| Tuesday, August 7, 2018 |
| 8a-11a LITS Building a Classroom Website18060506 |
| 8a-12p Substitute Para Pro Assessment 18061929 |
| 9a-10:30a Frontline PD System "Catalog Administrator" Training 18062506 |
| 12p-3p LITS Updating Your Classroom Website 18060507 |
| Wednesday, August 8, 2018 |
| 8a-3p LITS Canvas Camp Day 1 18060522 |
| Thursday, August 9, 2018 |
| 8a-11a LITS Classroom Notebook 18060526 |
| 8a-11a LITS Elementary Gradebook 2018 18060542 |

Follow the steps above to sign up for an activity.

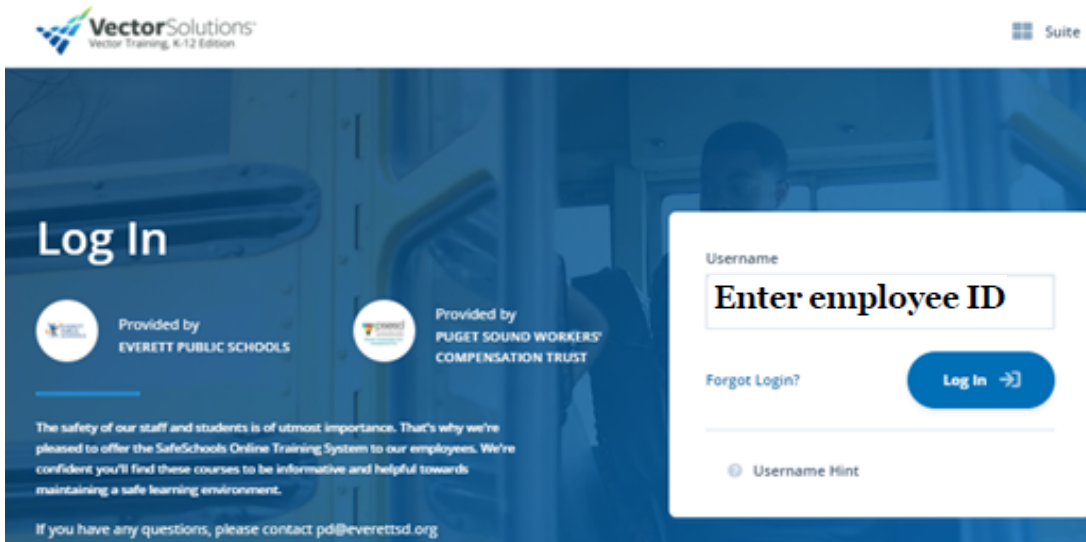
Questions regarding this process, contact Michelle x4127 or Ingrid x4114 in HR.

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:
 - ***Bullying: Recognition & Response*** (25 minutes) [RCW 28A.300.285](#)
 - ***Health Emergencies Overview*** (25 minutes) [RCW 28A.210](#)
 - ***Staff Handbooks & District Policies and Procedures*** (15 min)
 - ***McKinney-Vento Homeless Assistance Act*** (10 min)
 - ***Bloodborne Pathogen Exposure Prevention (High-risk)*** (21 min)
 - ***Staff Handbooks & District Policies and Procedures*** (15 min)
- Every three years, which included the 2020-21 school year, the law requires each staff member to receive training in:
 - ***Boundary Invasion Training*** (25 minutes) [WAC 392-190](#)
 - ***What Every Coach Must Be Told*** (45 min – coaches only)
- Upon new employment to the district, in addition to the trainings listed above, it is required each new staff member receive training in the following:
 - ***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](#)
 - ***What Every Coach Must Be Told*** (
 - ***Back Injury and Lifting*** (20 min) [RCW 28A.320.125](#)
 - ***Bloodborne pathogen Exposure Prevention*** (21 min) [OSHA 1910.1030](#)
 - ***District Employee Handbook*** (15 min)

Log into [Vector Training](#) using Chrome, Firefox, or Safari <https://everett-wa.safeschools.com/login>



Vector Solutions
Vector Training, K-12 Edition

Suite

Log In

Provided by
EVERETT PUBLIC SCHOOLS

Provided by
PUGET SOUND WORKERS'
COMPENSATION TRUST

The safety of our staff and students is of utmost importance. That's why we're pleased to offer the SafeSchools Online Training System to our employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe learning environment.

If you have any questions, please contact pd@everettsd.org

Username

Enter employee ID

Forgot Login?

Log In →

Username Hint

A list of mandatory trainings are 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.

Vector Solutions
Vector Training, K-12 Edition

English 06762

My Assignments

Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.

Mandatory Training

- Bullying: Recognition & Response**
K-12 Washington Primer
Bullying continues to be a pressing problem in schools today; the effects...
[Certificate](#)
- McKinney-Vento Homeless Assistance Act Training**
Custom
[Certificate](#)
- Responding to Civil Rights Complaints in Everett Public Schools**
Custom
[Certificate](#)

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

HR Contact

Frontline Systems

Ingrid Stafford—System Support Analyst 425-385-4114

Absence Management

425-385-4111

Shelly Gross—Substitute Coordinator 425-385-4289

Catherine Adams - Substitute Coordinator 425-385-4214

Professional Growth

Michelle Olson— Admin Assistant 425-385-4127

Vector Training Online

Ingrid Stafford—System Support Analyst 425-385-4114

Michelle Olson— Admin Assistant 425-385-4127

Employment Services

Linnea Zelinsky —Admin Assistant 425-385-4113

Jennifer Shearer—Admin Assistant 425-385-4112

Benefits

Nidie Mahajan— Benefits Coordinator 425-385-4116

Linda Conti—Benefits Coordinator 425-385-4128

Help Desk

425-385-4357