

HRIS:

HR Information System overview

for NEW EMPLOYEES

2020 - 21

PO Box 2098
Everett, WA 98213
www.everettsd.org
Revised 6.22.2020



Welcome to Everett Public Schools!

We have several information systems within Human Resources that are integral to your employment within our district. Within this document are training briefs for these two 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

SafeSchools - online mandatory safety training

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

Who to contact in HR?



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 and restrictions please contact the benefits department.

- benefits@everettsd.org 425-385-4115

Questions about absence reporting contact substitute services,

- Substitute Coordinator: Jessica Peyton
- 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 for location or classification.
- 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 – 3:30pm
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)

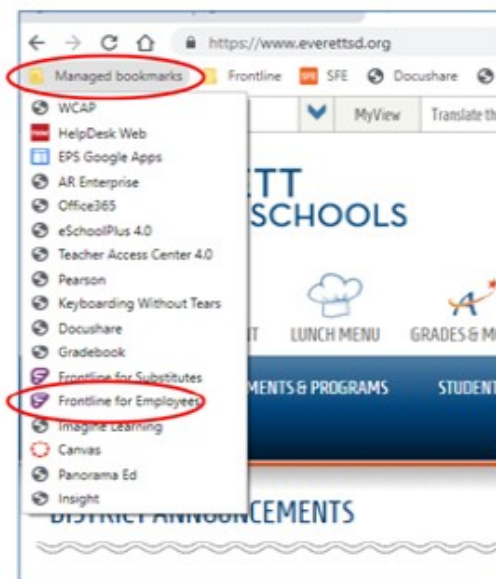
<https://login.frontlineeducation.com/sso/everettsd>

If you have not yet logged into Frontline with the new link, please do so. No log in credentials will be required within the district network.

Everett Public Schools
Select an Application

Absence Management *formerly Aesop*

Professional Growth *formerly MLP PDMS and MLP OASYS*



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**.

Absences Closed Day In-Service Day

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

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required Yes

Absence Reason Select One

Time
Please enter a valid time range using the HH:MM AM format.
Full Day
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



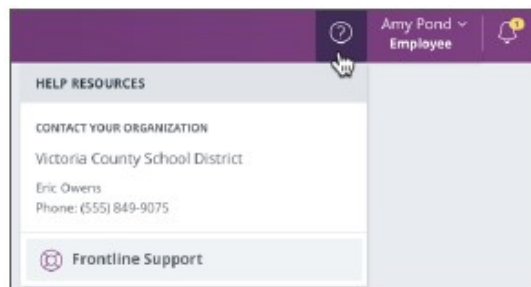
FL - Absence Management

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



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 Information, 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.

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

Instructor(s): SUSAN MCCOARD

▼ 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



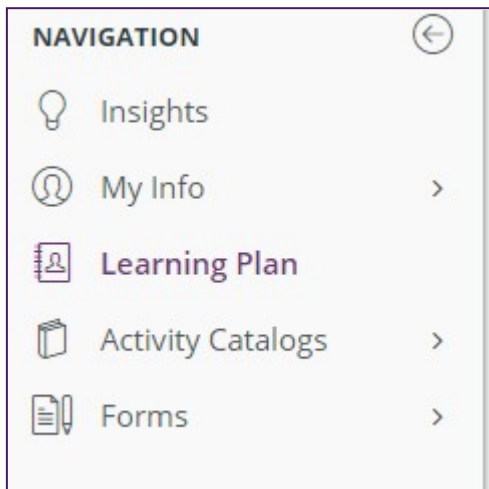
Evaluation
Required



Frontline: Professional Growth

Navigating Your Info and Learning Plan

To find additional Professional Development information, select **Learning Plan** from your navigation bar.



From the 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 they are 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.
- Again, if there is a clipboard, that means 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

s): SUSAN MCCOARD

eting(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

al Status

Administrator	Approval Type	Comments
	Final Approval	

If you have any questions regarding the approval of this request, ple

Team Room Summary

cent Discussion

cent 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

Between: 05/30/2018 and 04/30/2019

Advanced Search Options

Purpose: All

Goal: All

Search

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

Between: 07/05/2018 and 06/30/2019

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 certification.

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 is limited. If your position is not required to have First Aid/CPR certification you will be required to have First Aid/CPR certification. Rescuer duties; understanding privacy issues; rescuer and victim safety; gloves use; breathing problems; adult/child choking; bad allergic reactions; epinephrine pen use; stroke, seizures, shock; bleeding you can see practice sessions; wounds; adult/child CPR. *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 is limited. If your position is not required to have First Aid/CPR certification you will be required to have First Aid/CPR certification. Rescuer duties; understanding privacy issues; rescuer and victim safety; gloves use; breathing problems; adult/child choking; bad allergic reactions; epinephrine pen use; stroke, seizures, shock; bleeding you can see practice sessions; wounds; adult/child CPR. *Sessions are held twice per month on Mondays, except on Holidays.

Purposes

CLOCK HOURS

Categories

Human Resources HMR

Goals

5. Current or anticipated assignments

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

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.

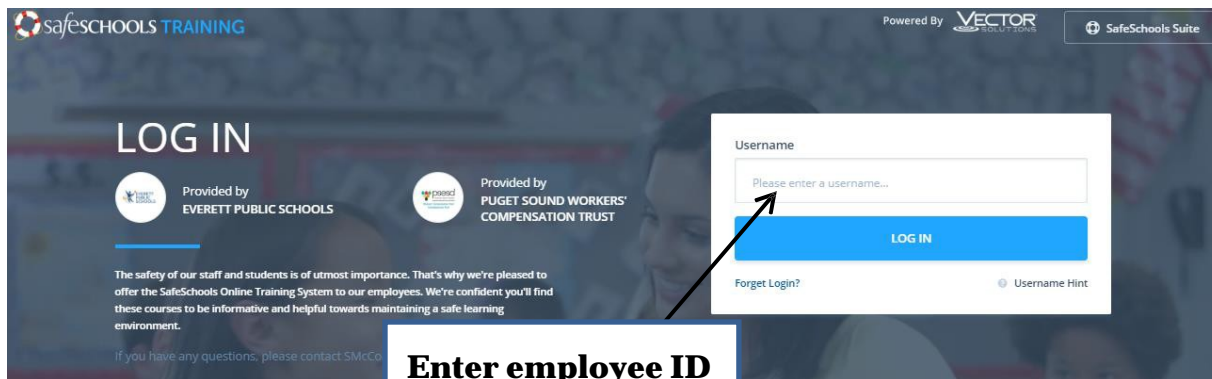
Questions regarding this process, contact Michelle x4127 or Ingrid x4114 in HR.

The district requires all employees be trained on the following topics through *SafeSchools*. 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 2016-17 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 [SafeSchools](#) using Chrome, Firefox, or Safari <https://everett-wa.safeschools.com/login>



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 SMC@

Username

Please enter a username...

LOG IN

Forgot Login? Username Hint

Enter employee ID

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.

The screenshot displays the 'Mandatory New Hire Training Plan' interface. On the left, a sidebar shows 'ASSIGNMENTS COMPLETED: 0%'. The main area contains a grid of eight training course cards. Each card includes a 'DUE IN 58 DAYS' badge, a 'DUE: 2018-08-30' date, the course title, the course type, and the duration. A large, stylized 'Sample' watermark is overlaid diagonally across the center of the grid.

Course Title	Type	Duration
Boundary Invasion	Full Course (Washington)	25m
McKinney-Vento Homeless Assistance Act	Custom	15m
What Every Employee Must Be Told	Full Course (Washington)	66m
Bullying: Recognition & Response	K-12 Washington Barrier	25m
Back Injury and Lifting	Full Course	18m
District Employee Handbook	Custom	15m
Health Emergencies: Overview	Full Course	20m
Bloodborne Pathogen Exposure Prevention	Full Course	22m

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 Closing 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

Who to contact in HR?

Frontline Systems

Ingrid Stafford—System Support Analyst — 425-385-4114

Absence Management

Jessica Peyton—Substitute Coordinator — 425-385-4111

Professional Growth

Michelle Olson— Administrative Assistant — 425-385-4127

SafeSchools Online Training

Ingrid Stafford—System Support Analyst — 425-385-4114

Michelle Olson— Administrative Assistant — 425-385-4127

Employment Services

Kylie Helm—Administrative Assistant — 425-385-4113

Katrina McNeal—Administrative Assistant — 425-385-4112

Benefits

Katy Bursch—Benefits - 425-385-4116

Linda Conti—Benefits - 425-385-4128

Help Desk

425-385-4357 (HELP)