



# New Employee Onboarding

Clark-Pleasant Community School Corporation  
50 Center Street  
Whiteland, IN 46184



# Welcome to the team!

We're happy to help you settle down and get started!

## This Presentation Covers

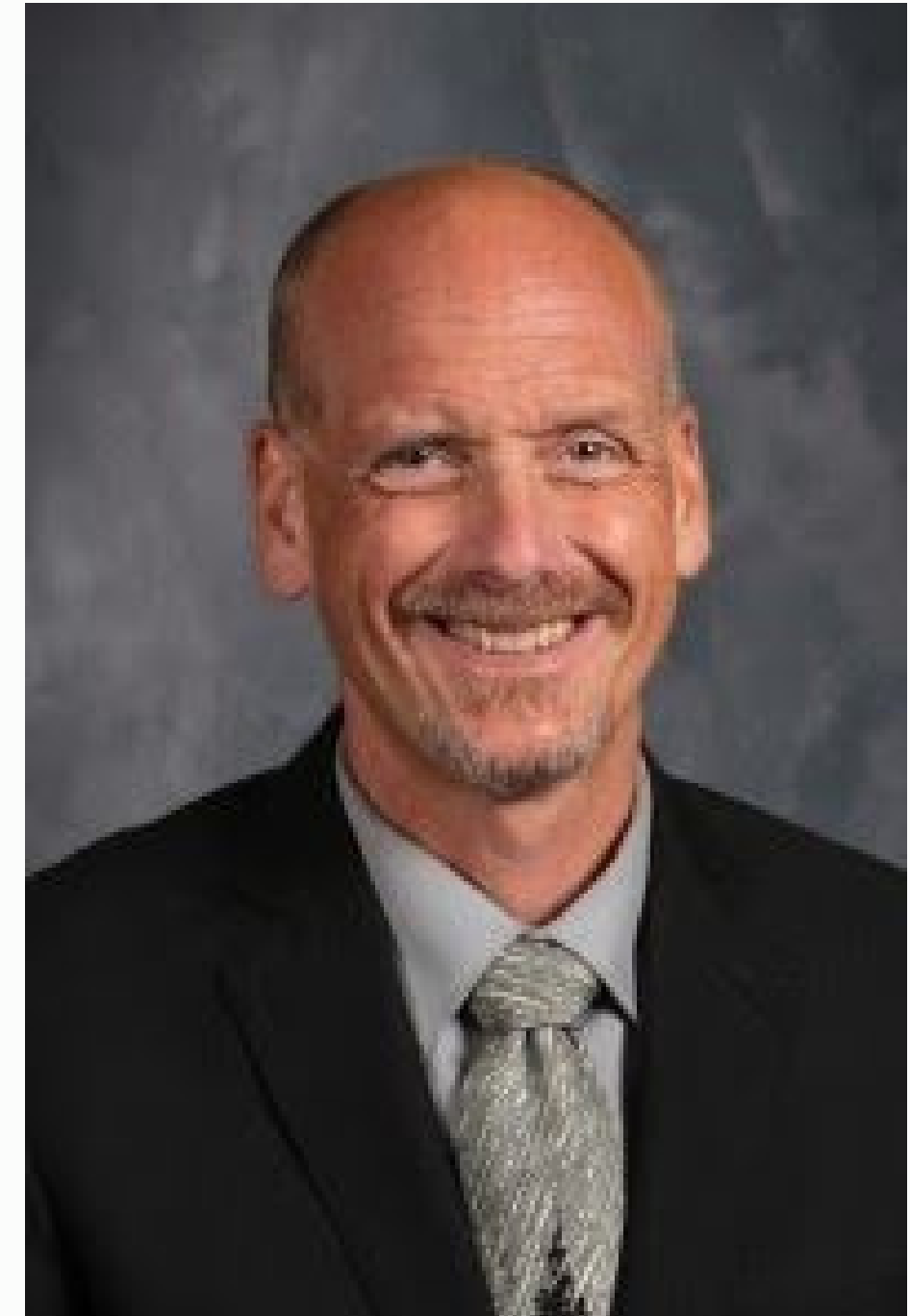
- Meet Your HR Team
- Communication Best Practices & Gmail
- Payroll Items
- School Website/Help Center
- Safe Schools Training
- Benefits Overview

# Dr. John Schilawski

HR Director

**Contact John For:**

- FMLA & Leave of Absence Requests
- Kelly Sub Credentials
- PIVOT & Staff Evaluation Questions
- Policy & Contract Questions
- Separation & Retirement Information
- HR Compliance



**Phone:** 317-535-3107

**Email:** [jschilawski@cpcsc.k12.in.us](mailto:jschilawski@cpcsc.k12.in.us)





# Emily Pickhardt

HR Coordinator

**Contact Emily For:**

- Workers' Compensation
- Status Changes (Name, Address, Phone #,etc.)
- New Hire Onboarding, Frontline, Safe Schools Training
- HR Related Forms/Classified Handbook
- General HR Questions/Concerns
- Key Badges

**Phone:** 317 535-3193

**Email:** epickhardt@cpcsc.k12.in.us



# Melissa Buckler

## Benefits Coordinator

### Contact Melissa For:

- Medical Coverage, Health Saving Accounts
- Dental, Vision, Supplemental, LTD, STD
- Retirement/Nationwide 403b
- Wellness Clinic
- General Benefits Questions/Concerns



**Phone:** 317-535-3890

**Email:** mbuckler@cpcsc.k12.in.us





**Phone:** 317 535-3104

**Email:** [dherring@cpcsc.k12.in.us](mailto:dherring@cpcsc.k12.in.us)

# Dawn Herring

## Payroll Specialist

### Contact Dawn For:

- Employee ID & Doculivery Questions
- K-Time and Leave Time Balance Questions
- Changes for Tax Elections & Direct Deposit
- Employment Verifications
- Teacher Retirement Fund
- General Payroll Questions/Concerns





# Your First Day

## What to expect on your first day.



### Meet Important Stakeholders

You will be introduced to the Superintendent, Assistant Superintendents, HR Director, and other important staff at the Administration Building



### Office orientation and tour

After touring the Administration Building, you will complete applicable state-mandated trainings for individuals who work closely with children



### Check in with HR

You will briefly meet with the HR Coordinator, Benefits Coordinator, and Payroll Specialist to go over important HR items to get you started



### Team introduction

On your second day you will head out to your building/work location and meet your supervisor and team members as well as receive all pertinent training for your specific position



# Email Usage & Communication

- Email is the Primary and Best Method of Communication
- Always Monitor Your CPCSC Email Account for Important Information
- If you need assistance or would like to meet with a member of the HR Team, we ask that you please make appointments



50 Center Street  
Whiteland, IN 46184  
7:30am-4:30pm Mon-Fri

# Clark-Pleasant Email Gmail

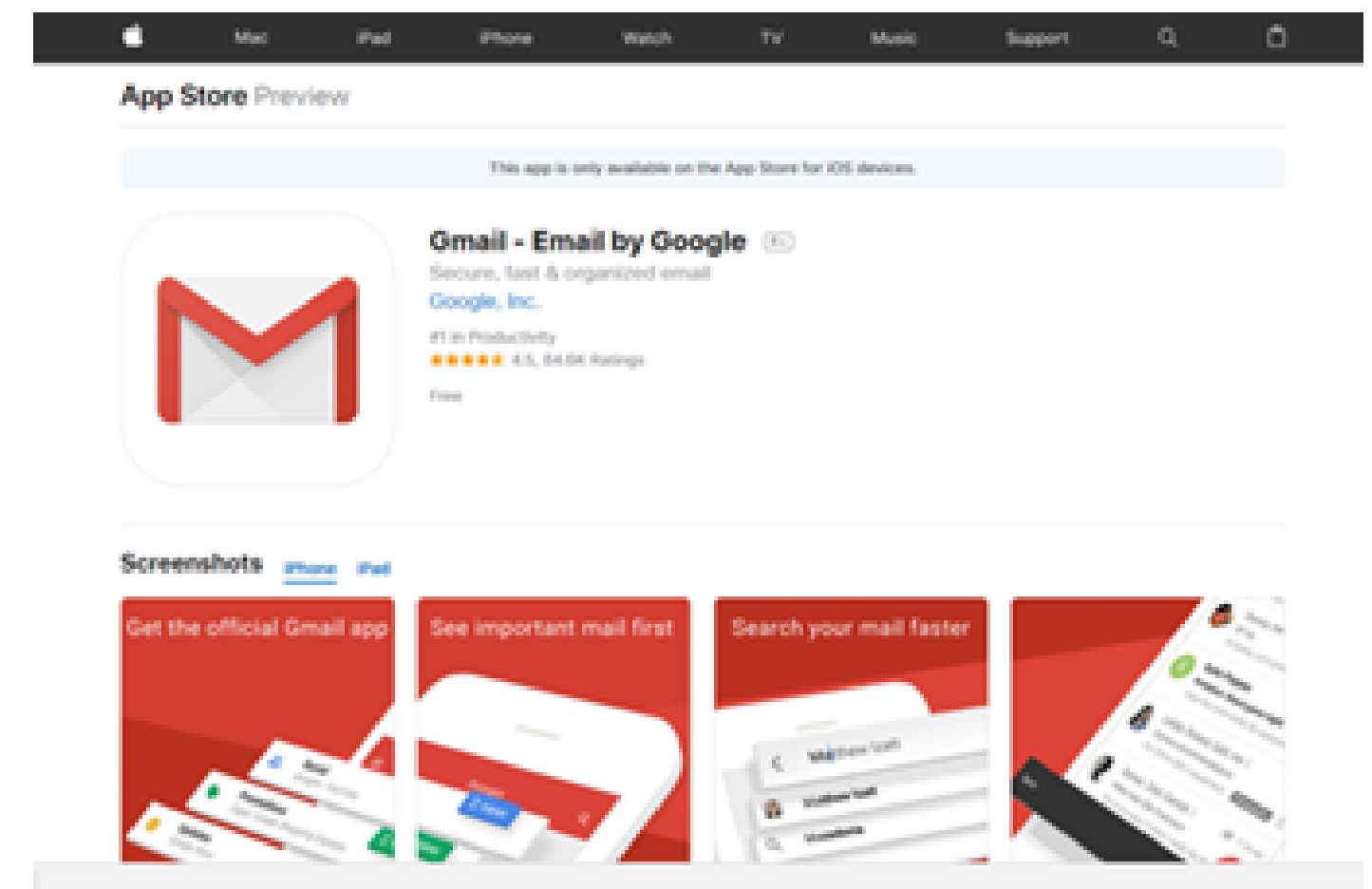
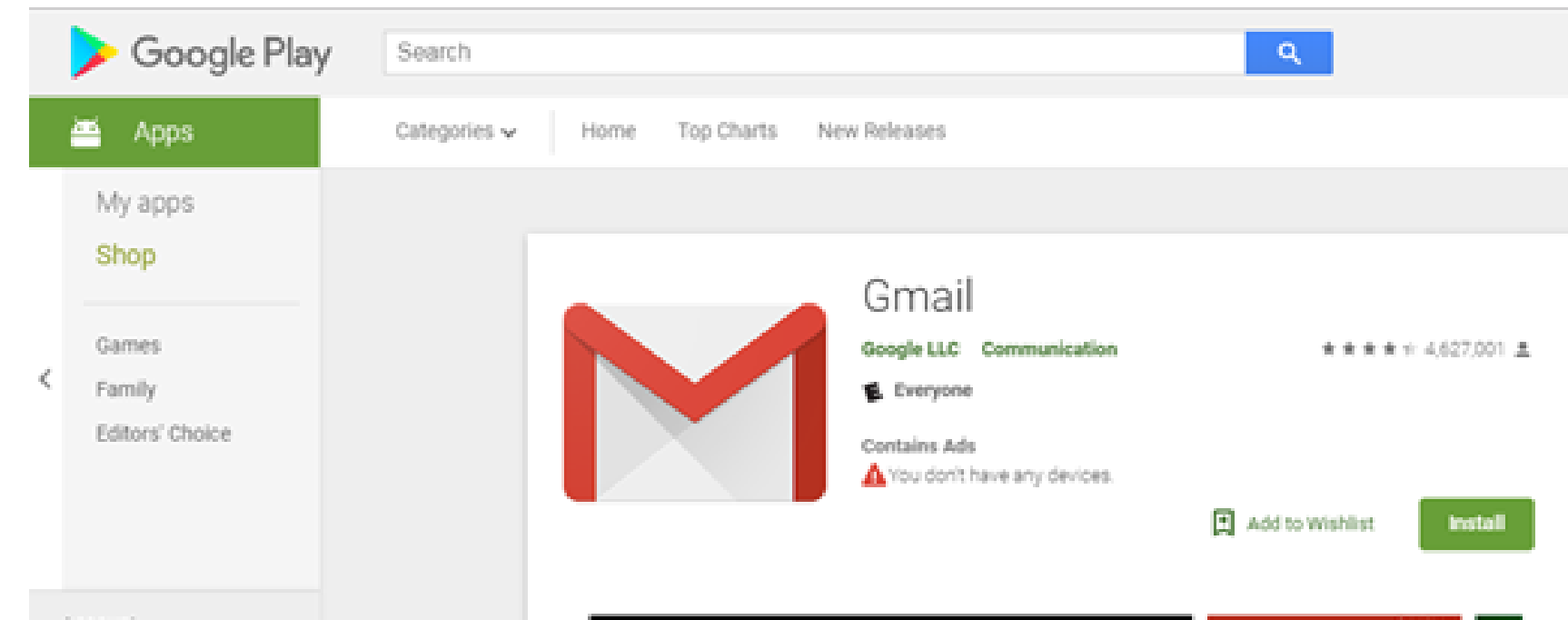
All CPCSC Email  
Accounts Are Gmail  
Accounts

Adding Email  
to Your Phone

Once your password is  
reset, you can access your  
account from any  
computer by going to  
gmail.com and logging in  
with your full email  
address. Example:

jsmith@cpcsc.k12.in.us

1. Download the Gmail  
App from your  
phone's app store
2. Enter Your full Gmail  
Address
3. Enter the new  
password



# Payroll Items

## Doculivery

CPCSC uses Doculivery for Pay Stubs & W2's  
Link: <https://my.doculivery.com/cpcsc>

Clark-Pleasant Community School Corporation  
50 Center Street  
Whiteland, IN 46184  
317.535.7579  
Fax: 317.535.4931

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your User ID is **CPCSC** plus your **Employee ID**.

User ID:   
You must enter your user name first. \*

Your **initial password** is the last four digits of you SSN.

Password:  \* [Reset my password](#)

For login assistance please contact the Payroll Department @ 535-3104 Dawn Herring.  
E-mail payroll at [dherring@cpcsc.k12.in.us](mailto:dherring@cpcsc.k12.in.us).

[Click here for User Guide](#)

! You will not be able to access Doculivery until on or after your first scheduled pay day

Corporation Fax: 317.535.4931

Welcome: **View Your W2's**

Pay Stubs Tax Forms Messages Manage Your Account Help

Jump to page: 1 of 4 [Next Page](#)

CLICK TO VIEW	PAY DATE
<a href="#">View</a>	1/7/2021
<a href="#">View</a>	12/23/2020
<a href="#">View</a>	12/18/2020
<a href="#">View</a>	12/10/2020
<a href="#">View</a>	11/25/2020
<a href="#">View</a>	11/12/2020
<a href="#">View</a>	10/29/2020
<a href="#">View</a>	10/15/2020
<a href="#">View</a>	10/1/2020
<a href="#">View</a>	9/17/2020
<a href="#">View</a>	9/3/2020
<a href="#">View</a>	8/20/2020
<a href="#">View</a>	8/6/2020
<a href="#">View</a>	7/23/2020
<a href="#">View</a>	7/9/2020
<a href="#">View</a>	6/25/2020

IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE 'MESSAGES' TAB.

YOU HAVE NOT SET UP ANY USER NOTIFICATIONS

! You can opt in to receive your W2's Electronically via the Tax Forms Tab



# Payroll Items Cont..

## Leave Time

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- Paid Leave must be used before Medical Leave
- You must submit a Leave Request Sheet when you are off work
- Certified Staff Only - Be sure to turn in your verification of experience & sick days (if you have any)



### **Classified Staff:**

Please Familiarize Yourself with the  
CPCSC Classified Employee  
Handbook

[https://www.cpcsc.k12.in.us/o/district/  
browse/13399](https://www.cpcsc.k12.in.us/o/district/browse/13399)

# Navigating the School Website & Help Center

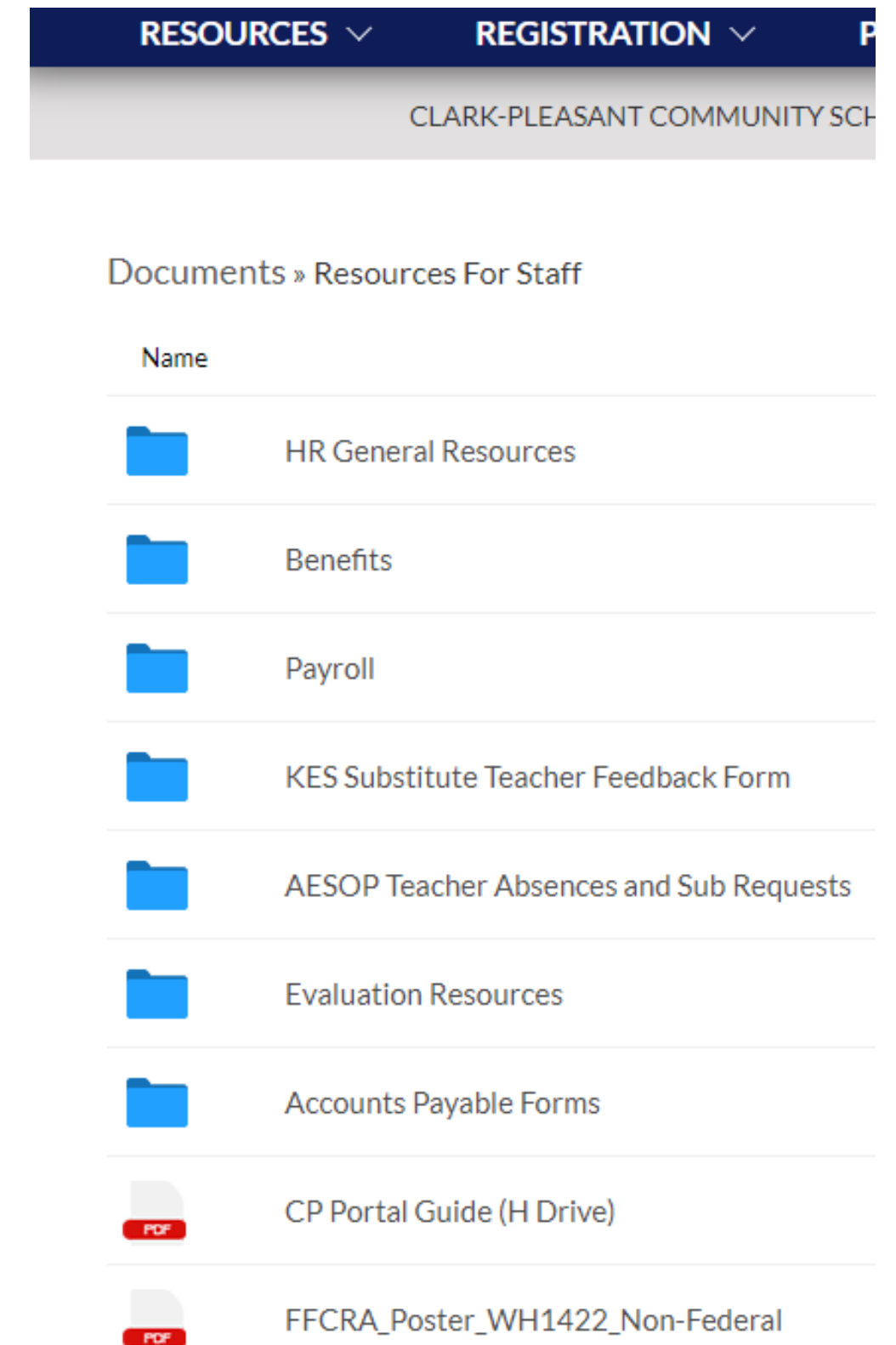
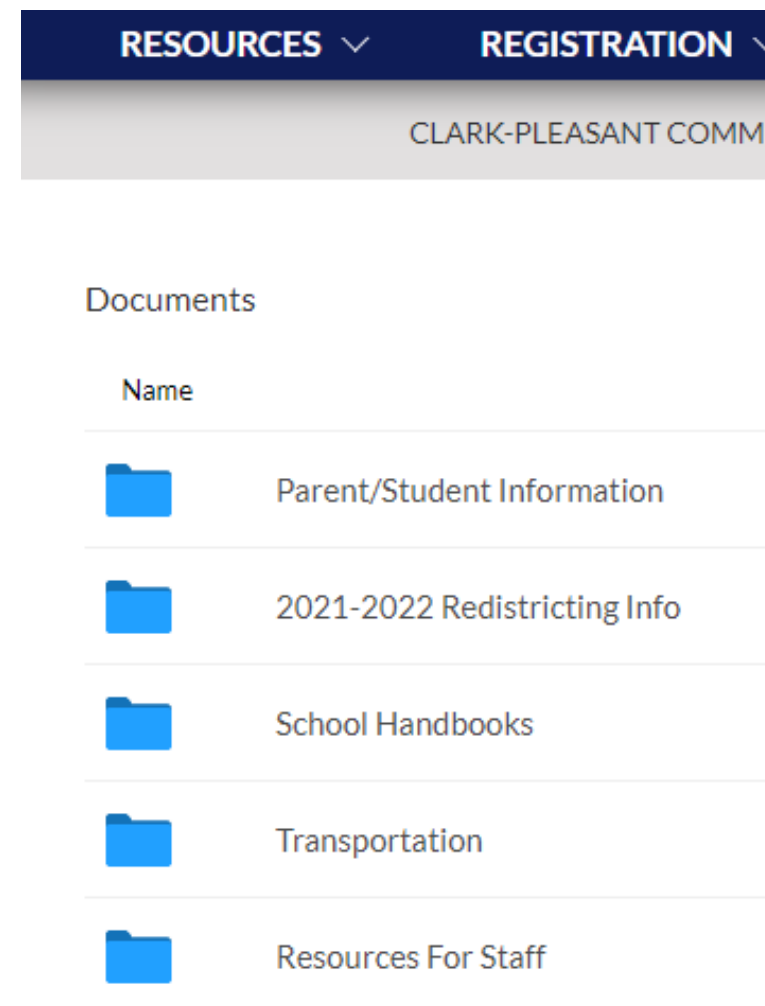
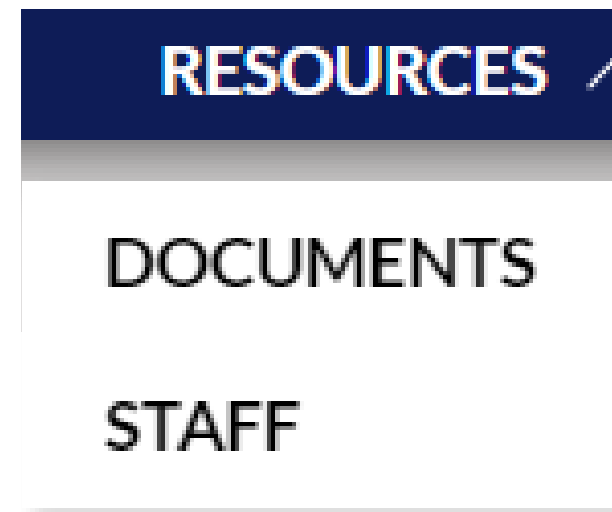
Website: <https://www.cpcsc.k12.in.us/>

Help Center: <https://sites.google.com/five-startech.com/cpcschelpcenter/home>

## CPCSC Website

Excellent Source of Information for Staff

You can access important documents by going to:



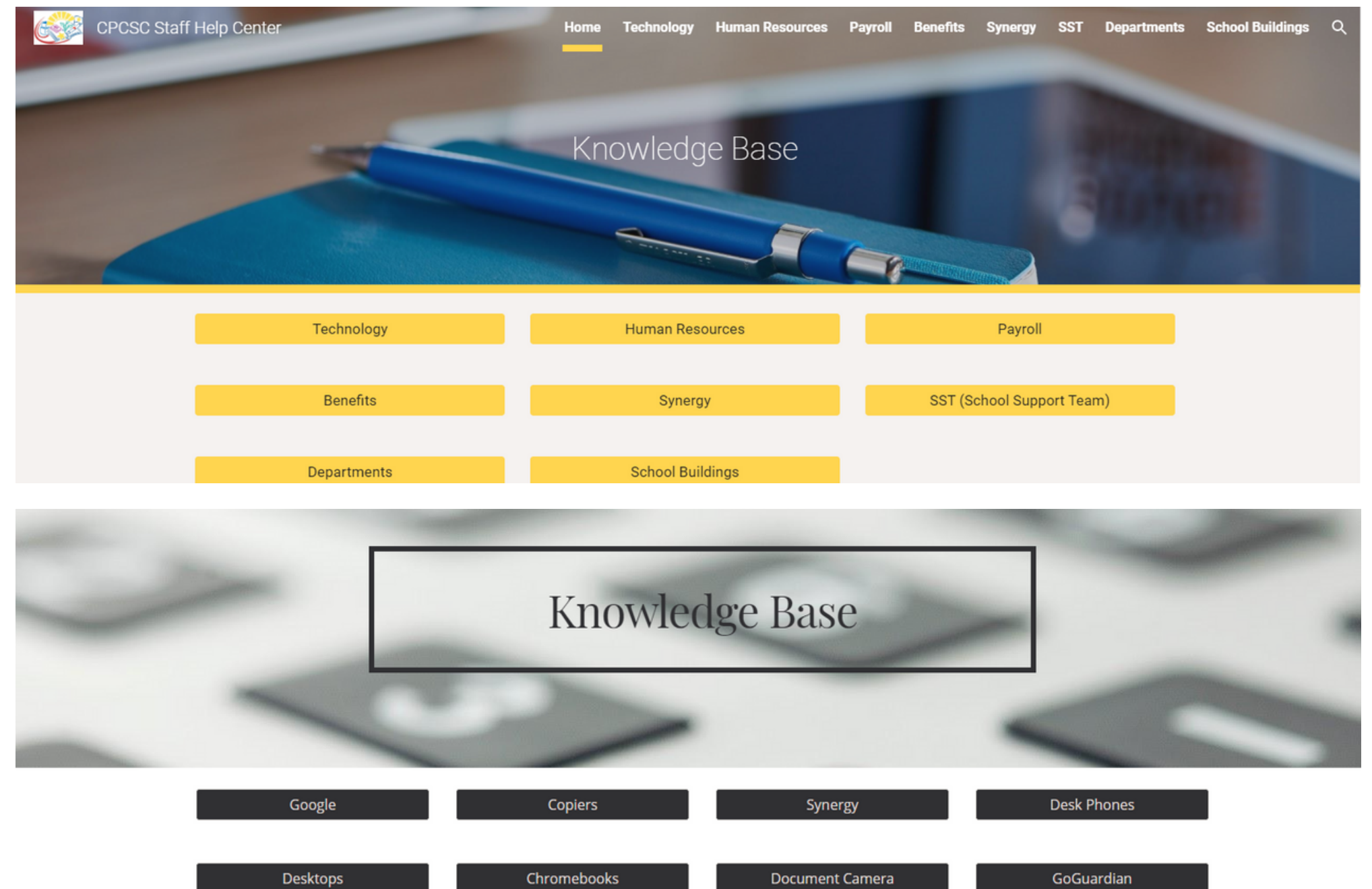
# Navigating the School Website & Help Center

Website: <https://www.cpcsc.k12.in.us/>

Help Center: <https://sites.google.com/five-startech.com/cpcschelpcenter/home>

## CPCSC Staff Help Center/Knowledge Base:

Excellent way to quickly access information for Frequently Asked Questions regarding Technology, HR, Payroll, Benefits, etc.



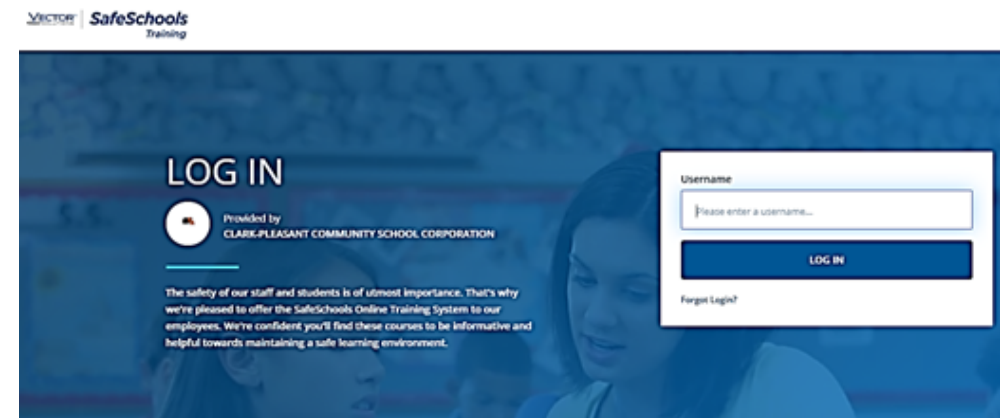
# Safe Schools Training Videos

As mentioned, all staff who work with children must complete state-mandated trainings.

CPCSC offers these courses online via Safe Schools Training

You can access these trainings by going to:

<https://cpcsc-in.safeschools.com/login>



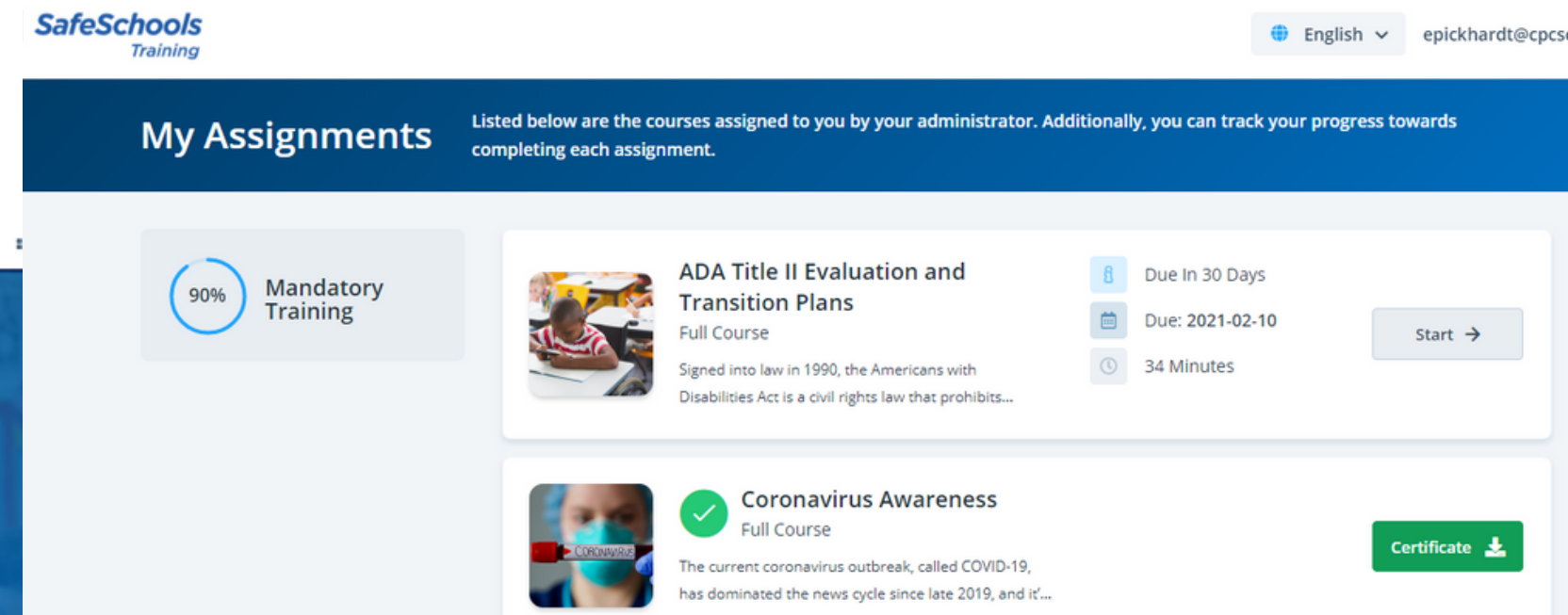
## Logging In

### **Username:**

Login with your full CPCSC email account. Example:  
jsmith@cpcsc.k12.in.us

### **Password:**

There are no passwords for this site



## Once Logged In

### **List of Videos**

You will see the list of assignments, their duration, and due date

Select the "Start" button to enter the course

# Safe Schools Training Videos Cont...

- ✓ Once you select a course, a page showing the outline of the course videos will appear
- ✓ You can navigate section by section through each video
- ✓ All courses have a "Final Assessment" that you must pass with a designated percentage
- ✓ You must complete every course in your training list prior to working with students
- ✓ You do not have to turn in your certificates, as the HR Coordinator can view that you have completed the assignments

**ADA Title II Evaluation and Transition Plans**  
Full Course

Signed into law in 1990, the Americans with Disabilities Act is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation and all public and private places that are open to the general public.

> [Read More](#)

0 / 5 Sections Complete

### Course Sections

▶ Introduction	9 Minutes Video Required	Start →
▶ Title II Requirements	1 Minute Video Required	Start →
▶ Self-Evaluation to Determine Compliance	6 Minutes Video Required	Start →
▶ Transition Plan	14 Minutes Video Required	Start →
▶ Final Assessment	2 Minutes Assessment Required	Start →

### Course Details

**Human Resources** 34 Minutes

#### Resources

All resources will open in a new window.

- ADA Checklist for Existing Facilities
- United States Access Board
- ADA National Network ADA Title II Tutorial
- DOJ Project Civic Access
- Best Practices Tool Kit for State and Local Governments
- ADA Coordinator Training Certification Program
- Title II Technical Assistance Manual
- ADA Standards

**We offer 2  
High  
Deductible  
Plans**



**If you Participate  
in our Medical  
Coverage:**

- Access to the Staff Workout Facility
- Access to our On-Site Clinic (can be used as your primary Doctor)
- Health Savings Account



# Medical Benefits

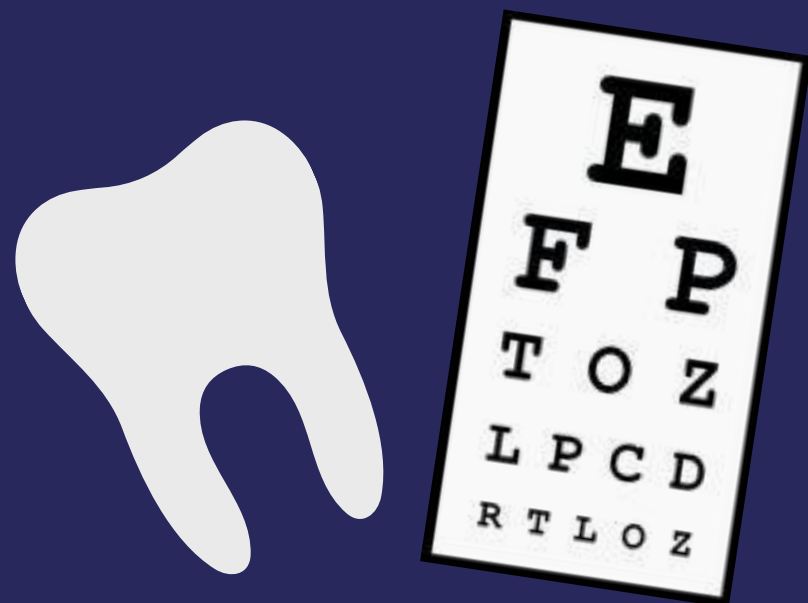


**We offer  
Dental,  
Vision, and  
Voluntary  
Benefits**





# Dental & Vision



## Insurance Cards

You will **NOT** receive any cards for your Delta Dental Coverage or Your VSP Vision Insurance

## Delta Dental & VSP

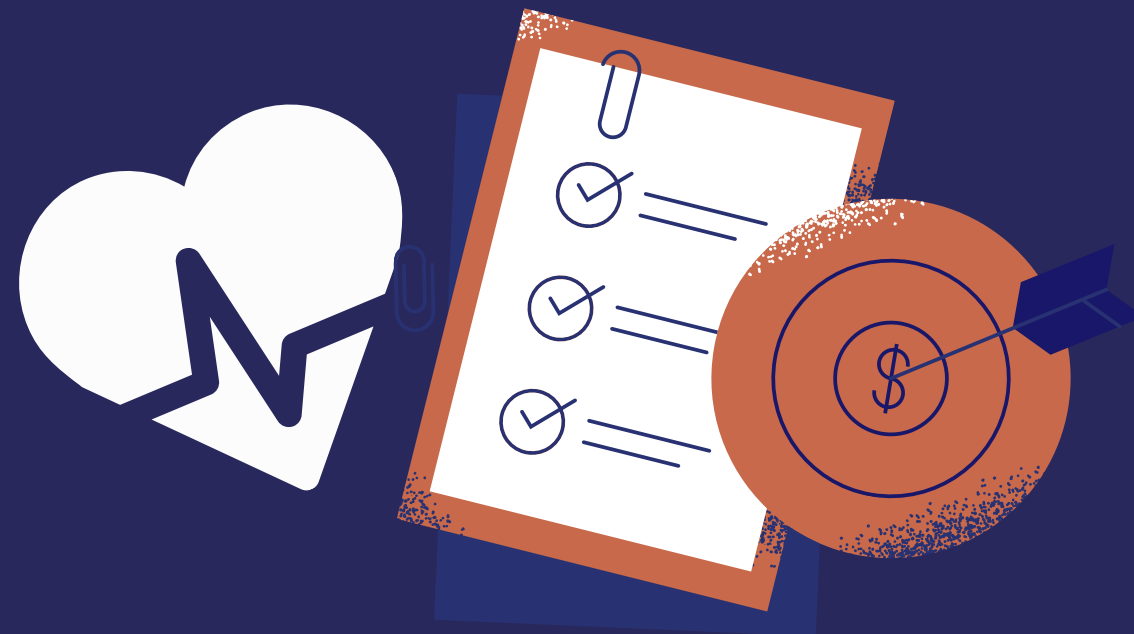
You can have your doctor/dentist office look up your coverage by your social security number

## Vision Insurance

Only  
\$1.00/  
Year!



# Voluntary Benefits



**Long Term  
Disability and Life  
Insurance**

Offered at only  
\$1.00/Year

**Short Term  
Disability**

**Accident &  
Universal  
Insurance**

**Aflac Critical  
Illness &  
Hospitalization**



# Open Enrollment

! You will have 30 day from your date of hire to make your selections

! Keep an eye on your work email for the link to the open enrollment portal

! Even if you do not want to enroll in any coverage, you will still need to sign into the portal and waive coverages

! Please note: We collect a month in advance for Medical & Dental

## Login Instructions are Listed in the Front of the Benefits Guide

### FIRST TIME USER

Benefits to make  
ent elections, view  
fe event changes,  
ary information,  
plan summary

helping hand?  
vered. Contact us  
your enrollment

enefits.com

return

### 1 BEGIN YOUR ENROLLMENT

Visit [trustmark.benselect.com/enroll](https://trustmark.benselect.com/enroll)

Click "Register"

**Enter your:**

Social Security Number, PIN (last 4 digits of SSN, then the last two digits of birth year)

Click "Continue"

### 2 SET UP YOUR ENROLLMENT

Begin by reading through the Electronic Signature notification and click "Accept"

Create unique User Name and Password

Confirm Password (at least 7 characters)

Select a Security Phrase and Answer

**Note:** There are 3 Security Phrases to choose from to help if the password is forgotten

Click Continue. Make a note of your ID and Password

### 3 COMPLETE AND SUBMIT YOUR ENROLLMENT

Follow the prompts throughout the process and be sure to either elect or waive your benefits by the deadline.

Rely on Steele Benefits for help!



**We're so excited  
to have you!**

# Questions? Reactions?

Feel free to get in touch with us.

CPCSC