



INTERNATIONAL LEADERSHIP OF TEXAS

Frequently Asked Questions

Q: Who do I contact with additional questions about onboarding or orientation?

A: You can contact the HR Staffing Specialist assigned to the campus by visiting the district website:

1. Go to www.iltexasdistrict.org
2. Click on “Careers”, on there you will find HR contact information.

Q: How can I check the status of my application?

A: At any point after applying, you can view the status of that application by logging in to your FastTrack Profile. Once you have logged in, you will see the status of the application on the main page listed. Left hand side “Your Applications”.

Q: What documents are necessary to complete my application?

A: This can vary slightly according to the position. In the Qualifications section, under the job description you will find the required documents listed. You are required to upload these documents to your application. They can include the following: resume, cover letter, certification(s), High School Diploma and/or College Transcripts. For further information, please contact the HR staffing specialist assigned to the campus.

Q: How many references do I need and who can complete a reference form for me?

A: All candidates will be required to provide three references to complete their file. At least one reference will need to be from a current supervisor. The rest of the references can be from another supervisor, co-worker, or other professional contact who is not a family member.

Q: Is my high school diploma/GED acceptable?

A: We will accept a diploma or GED from an institution that is accredited and recognized by TEA.



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Q: Do my college transcripts have to be official or can they be copies?

A: Unofficial Transcripts are acceptable when you are completing your application. Once you have been offered a position College transcript **must be Official documents**. If E-Scripted or sent electronically, they will need to be emailed directly to the Certification Specialist assisting you in your hiring process. Paper transcripts are acceptable as long as they are official and in a sealed envelope. If it is a paper transcript mailed by your university, please have the document mailed directly to yourself and bring it into our office in person. Many departments utilize transcripts and we are not responsible for lost transcripts mailed directly to our office.

Attention: Human Resources

1820 N. Glenville Dr, Suite 100

Richardson, TX 75081

Ph. 9724799078

Q. What does “Official” mean in regards to Transcripts and Service Records?

1. The **original** record/transcript was sent to HR straight from the university/district/ college, either by mail or electronically to mrobertson@iltexas.org (transcripts only).
2. The **original** service record/transcript was sent to you straight from your university/district/ college by mail and it is still in a sealed envelope when delivered to HR.
3. Your former school district sent all your **original** official documents to ILTexas HR and we have verified that ALL documents were original.
4. If you worked in a school district out of state/country, please ask HR for an Official service record form. Your out of state/country district will need to complete, sign and return the **original** to HR.

Q: Who do I contact in regards my transcripts and Certifications?

A: You can contact the HR staffing specialist assigned to the campus with transcripts questions and the certification specialist with certification questions. Contact information can be found in the District website www.iltexasdistrict.org under Careers.



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Q: My degree/diploma is from another country. Can you accept my foreign transcripts/diploma?

A: Foreign credentials will be accepted by ILTexas as long as they are equivocated by an acceptable accrediting agency. An equivocation will be accepted by any of the accrediting agencies listed https://tea.texas.gov/Texas_Educators/Certification/Out-of-State_Certification/Foreign_Credential_Evaluation_Services/

Q: Do you need my Social Security Card?

A: Yes, the HR specialist processing your paperwork will need to see the original document to verify and make a copy for your file and for payroll purposes. Your information will be entered into our system according to the name listed on your social security card. If you change your name, complete an Employment Demographic Form via District website online. You will also need to provide your updated social security card to reflect that change.

Q: Do you need my State ID/Driver's License?

A: Yes, while you can use any acceptable form of identification for your I-9, you will be required to have a state ID or Driver's License, from any state in the U.S., for your background check to be uploaded to the state.

Q: How do I update my personal information? (Home address and telephone number)

A: You can update your personal information by following the instructions below,

1. Go to www.iltexasdistrict.org
2. Under "Departments" tab click "Human Resources"
3. Select "Employee Forms" and complete an "Employee Demographic Form".

Q: I just got married/divorced and changed my maiden name, how do I update my personal information?

A: In order to update your name you would have to provide to HR Dept. a copy of your new Social Security card. As well as an Employee Demographic form found in the district website.

1. Go to www.iltexasdistrict.org
2. Under "Departments" tab click "Human Resources"
3. Select "Employee Forms" and complete an "Employee Demographic Form"



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Q: I applied for a ‘Pool’ position. What does that mean?

A: If you have applied for a position that is labeled a ‘Pool’, this means your application will be active for one year within that position pool and viewable by all principals/hiring managers. You will be contacted if a principal/hiring manager wishes to interview you for a position at their campus. If you are not selected, you will still be active within the pool and able to be considered for other positions.

Q: What happens to applications once it is submitted?

A: The applicant will receive an automated response from Fast-Track once an application has been submitted. If you were missing attachments in your application, FastTrack will notify you to attach the required documentation to process your application. It is not necessary to contact the Human Resources office regarding the status of an application. Once an application is complete, principals and/or department staff will review the application file for employment. They will then contact the applicants they wish to interview for the position and notify Human Resources of their selection.

Q: Do I need to complete an application if I previously worked for the district?

A: Yes, it is required that you submit a new application even if you previously worked for the District.

Q: I’m currently working for the district but I want to apply for an open position within my campus, what do I do? Who do I contact?

A: You will need to complete an application in FastTrack in order to apply for a position. Principals/ Hiring Managers will then review and possibly recommend. If recommended you will receive an “**Employee Notification**” in your Skyward Finance Database/Employee Access. Any questions please contact the HR staffing specialist assigned to the campus.

1. Click on the “Employee Notification” under “Task Manager”
2. Open the “Position Change Calculation Sheet” and review. Electronically sign then click “Save” and “Next” to continue the process.
3. If applicable add notes in the “Notes” step and click “Next”. The same process goes for the “Attachments” step.
4. To complete your task, click on “HR Director” for approval.



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Q: I'm currently working for the district and would like to apply for an open position in another campus, what do I do? Who do I contact?

A: You will need to complete an application in FastTrack in order to apply for a position. Principals/ Hiring Managers will then review and possibly recommend. If recommended you will receive an “**Employee Notification**” in your Skyward Finance Database/Employee Access. Any questions please contact the HR staffing specialist assigned to the campus.

1. Click on the “Employee Notification” under “Task Manager”
2. Open the “Position Change Calculation Sheet” and review. Electronically sign then click “save” and “next” to continue the process.
3. If applicable add notes in the “Notes” step and click “next”. The same process goes for the “Attachments” step.
4. To complete your task, click on “HR Director” for approval.

Q: How do I access my Employee Access in Skyward?

A: You can access to your Employee access in Skyward by following the steps below,

1. Go to www.iltexasdistrict.org
2. Click on the Skyward icon
3. Select “Finance Data Base/Employee Access”



Q: I forgot my login information/password for FastTrack. What do I do?

A: When you login to FastTrack, below “Log In” will be a “Forgot Password” Link. Please click on this and enter the required information then click “Send account Information”, the system sends you an updated password. If you do not receive this password and continue to have issues please contact the HR staffing specialist assigned to the campus.

Q: How do I access my district email account?

A: Once you have completed the hiring process your email account will be ready to access usually within 24-48 hours. To setup the account, you will need to use a temporary password provided to you via email by the Account Specialist, Beth Hamilton bhamilton@iltexas.org.



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Q: How do I reset my district email account password?

A: You may set up the two-step verification with an alternative email or phone number by logging in to the web email application at www.login.microsoftonline.com . This will allow you to change your own password at any time. If you do not set this up, you you will need to contact the Account Specialist Beth Hamilton bhamilton@iltexas.org .

Q: As an employee, I am required to “acknowledge district policy”? How do I acknowledge policy?

A: As a new hire you will be required to complete the New Hire packet forms provided to you by Human Resources. The acknowledge district policy or handbook can be found in this New Hire packet. You can also access this handbook by visiting the district website:

1. Go to www.iltexasdistrict.org
2. Under “Departments”, click “Human Resources”
3. Select “Employee Handbook”

Q. I decided I want to decline a position, what do I do?

A. You will need to email the Hiring Manager and HR staffing specialist assigned to the campus with your decision.

Q. I am planning on resigning from my position, who do I contact, what do I need to do?

A. You will need to notify the campus Principal/Hiring Manager and complete a “**Resignation Form**” via your **Skyward Finance Database/Employee Access**. On your last day of employment you will complete a Resignation Form in person. Any additional questions contact the HR staffing specialist assigned to the campus.

1. To begin your resignation under Task Processes click “Resignation Form”
2. Open the form and complete all the information requested, click “save” and “next” to continue with the process.
3. You can choose to add any notes under “Notes”. Under “Attachments” attach your resignation letter then click “save” and “next”.
4. Click on “Select assignees for Acknowledgement of Separation” and choose your Campus Principal and Admin or Hiring Manager then “Save”.
5. To complete your part of the task click on “Acknowledgement of Separation” and a notification will be sent to process.



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Q. I was a former employee of ILTEXAS, and my new school district is requesting my Serv. Records. How do I request this information? Who do I contact?

A: The service record Request Form is the required document for all former and existing ILTexas employees to request an official service record from the District. Please complete and submit the form online. Any questions please contact the HR Staffing Specialist assigned to the campus.

1. Go to www.iltexasdistrict.org
2. Under “Departments” tab click “Human Resources”
4. Select “Employee Forms” and complete a “Service Record Request Form”



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CURRICULUM - PROFESSIONAL DEVELOPMENT

Q: Who do I contact in regards my Professional Development days?

A: You can contact Professional Development Department at pd@iltexas.org

Q: What professional development is available to me during the school year?

A: In addition to the campus planned professional development in August prior to the start of school, you will also have campus based PD on the Data Analysis Days scheduled at the end of each six weeks grading period. There are also weekly district wide PLC (Professional Learning Communities) by grade level to share district wide professional learning topics or training offered by various departments.

In addition to these ongoing professional learning opportunities, there are also TEA (Texas Education Agency) required compliance courses that will need to be completed by each campus and district employee. A detailed schedule of these courses and due dates will be sent to all district personnel via School Messenger email in August by the Professional Development Department.

Q: What other opportunities for leadership in education are available in the community?

A: The district has recently created the Leadership Development Academy for those interested in focused training for the GLA, AP or Principal role.

LEADERSHIP DEVELOPMENT ACADEMY

All teachers, grade level administrators and assistant principals looking to build their leadership skills should apply for the initial cohort of the ILTexas Leadership Development Academy. See the flyer attached. [Leadership Development Academy.pdf](#)



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TECHNOLOGY

Q: What type of devices are provided to staff?

A: Every staff member is provided a district issued device. The device varies and is based on the role/position of the individual. Teachers are issued a 15.6” Windows laptop and carry case.

Q: How do I retrieve my initial user data?

A: User accounts will be sent to the personal email on file.

Q: How do I access Curriculum / TECH Websites?

A: Contact the curriculum department for online resources.

Q: Who do I contact for help with Skyward student/ Teacher portal?

A: Contact skywardhelpdesk@iltexas.org

Q: Who do I contact for all other technical related issues?

A: The campus technician is your first point of contact to get assistance. If you are a district office employee, there is a technician available at the Richardson office.



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PAYROLL

Q: How do I contact the payroll department?

A: Contact the payroll department by email at payroll@iltexas.org or you can leave a message with us at (972) 479-9078. Calls and emails received by 4pm should receive a same day response. Calls and emails received after that time will receive a response on the next business day.

Q: How can I calculate my monthly gross salary if I am a late hire and my salary is prorated?

A: For monthly employees who were hired after the start of the year, the salary is prorated as follows:

*LOA Salary amount / Total Contract Days x Number of Actual Contract Days = Prorated Salary.

Q: What is annualized salary?

A: An annualized salary is the estimated salary for a school year based on your hourly or daily rate of pay multiplied by the number of days you will work for the school year.

Q: How often do I get paid?

- Exempt employees get paid once a month on the 28th of every month.
- Non-Exempt employees get paid twice a month on the 15th and 28th of every month.
- If the 15th or 28th fall on a weekend it will be paid the business day before
(following contracts get paid from September – August: 169,187, 200 GLA)

(following contracts get paid from August - July: 190,195, 207,219,229, 200 Instructional coach)

(if you start late in the year please contact payroll for more information on 1st check)



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Q: What pay period is my check for?

- You do not get paid for any specific days on your checks. Take your salary or pro-rated salary (if you started late) and divide by the # of pay periods left in your contract.
- Non-exempt employees are required to keep track of their time in True Time and will get paid overtime or docked depending on timesheets that are turned in.

Q: How will I get paid?

- Employees who provided direct deposit information will be deposit to bank account. Keep in mind that a new direct deposit information may take 1-2 pay periods to go in effect.
- 1st paycheck from ILTexas is a paper check mailed to the employee's campus and substitutes mailed to the address on file.

Q: What is TRS and TRS Care and why is it withheld from my paycheck?

- Instead of contributing to social security as a public school of Texas we contribute to TRS. TRS care is a program that provides health benefits to retired public education employee and their dependents. TRS is Teacher Retirement System of Texas that provides retirement for those employed by the public schools. A percentage is taken out of every check. TRS Retirement is 7.7% and TRS Care is .65%
- No, you we cannot change the percentage, it is a set rate from TRS.

Q: I am changing from a substitute teacher to a full-time teacher. Do I need to fill out a new Direct Deposit Authorization and W4 Form?

A: No. The Direct Deposit information will carryover unless the employee request a change.

Q: What if I want to change my W4 withholding information later on?

A: You can submit a new W4 whenever you like. You have to make the change before the 1st of each month. After that date, changes may not be effective until the following month. Contact Payroll to obtain a blank W4.



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Q: What if I don't have a check or routing information provided by the bank?

A: Payroll must receive a voided blank check or a document from the bank that gives routing, account information, and name printed. If you don't have either of these, you need to wait to submit your Direct Deposit Authorization Form until you can submit the form with the proper backup. If this information is not provided by the first pay period, you will automatically be set to receive a paper check.

Q: What if I change banks or close my account and do not open another account?

A: Please notify payroll immediately so the change can be entered for as soon as possible. Failure to notify payroll could result in your funds going to your closed account. In the event this occurs, payroll cannot reissue your check until the bank used by the district notifies the payroll department that the funds have been received back in IL Texas' account. This could delay reissue of your check by as much as a week. If you have opened a new account, a new deposit advice is required. If you have not opened a new account, you should fax or email payroll at payroll@iltexas.org to let us know your account has been closed. If you cancel direct deposit, you will automatically be set up to receive a paper check.

Q: When are paydays and how do we receive our checks or deposit advices?

A: Monthly paydays are on the 28th of each month. If the 28th falls on a weekend or holiday, payday is moved forward to the last working day prior to the 28th. Semi Monthly paydays are on the 15th and 28th of every month. The pay period consists of the timeframes set by the Payroll department at the beginning of each school year.

Q: What if I've begun at my campus and I still cannot clock-in? How do I take care of this?

A: Until all your records are completely entered into Skyward, you may be unable to clock-in and out using True Time. If you cannot access the True Time system, please notify the administrative assistant at your campus and the Payroll department immediately.



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Q: Notice of Assignment- Where can I view my Letter of Agreement and Salary?

A: An employee can review his/her Letter of Agreement by logging on to Skyward - Employee Access and clicking on Employee Information - Personal Information - Employee Letters



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BENEFITS (GENERAL)

Q: How do I Enroll for benefits?

A: You can enroll online, or call Financial Benefit Services at (800) 583-6908. For online enrollment: Login at <http://mybenefitshub.com/iltexas>. All the information you need to enroll can be found on the Web site. You only have 31 days from your active start date to enroll for benefits.

Q. How can I print a temporary proof of insurance card?

A: Call the Aetna TRS (800)222-9205 to confirm that you've been added to the provider's system and then visit <https://www.tractivecareetna.com/>. Within the Quick Links section, go to the Obtain a Temporary ID card to register and print your insurance card.

NOTE: Aetna may require several weeks to process and mail your permanent ID card(s).

Vision and Dental insurance cards come separately. Please visit the link <http://mybenefitshub.com/iltexas> to help you find Vision and Dental providers.

Q. Do I need to enroll?

A: If you want to participate in the current year's benefits program, you must enroll within 31 calendar days after your first day of employment. If you don't enroll within this 31-calendar-day period, you will not have any voluntary benefits coverage. If decide not to enroll, you MUST submit a Declination Certification form to the Benefits department. If the form is not on file then your request to add yourself or your dependents to the Medical Plan later in the year may be denied and you will not be eligible to receive a monthly reimbursement.



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Q. What about my deductions – when will they begin?

A: Depending on when you make your elections and processing timelines, there is a possibility that as a new hire, your first paycheck will not reflect payroll deductions for the benefits coverage you selected during new hire enrollment. New employees may experience retroactive deductions to cover the pay period(s) not deducted. Please review your online statement of earnings or paycheck stubs carefully.

Q: Can I enroll for benefits at home?

A: Yes, you can enroll for benefits from any computer that has an Internet connection by logging in to <http://mybenefitshub.com/iltexas> at any time.

Q: Who do I contact for additional help with benefits?

A: Visit <https://www.trs.texas.gov/Pages/Homepage.aspx> or contact your Benefits Administrator. You can also call Financial Benefits Services (800)583-6908. English and Spanish-speaking representatives are available to assist with your benefit questions.

Q: Where do I get more information about the Teacher Retirement System (TRS) of Texas Pension Plan?

A: For detail information regarding the TRS Pension Plan, visit the TRS Web site at <https://www.trs.texas.gov/Pages/Homepage.aspx> or call TRS at 1 (800) 223-8778.

Q: When do my benefits come into effect?

A: From your first day at work, you have 30 calendar days to elect your benefits. Your benefits will go into effect on the first of the month following your hire date. If your start date falls on the first, your benefits will go into effect the same month.



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Q: What is a 403(b) plan?

A: A 403(b) plan, also known as a Tax-Sheltered Annuity (TSA) plan, is a tax-deferred retirement plan for employees of certain tax-exempt employers, governmental organizations or public education institutions. An employer may sponsor a 403(b) plan to provide a benefit to its employees to save for retirement on a tax-deferred basis.

Q: How do I enroll in the 403(b) Plan?

A: Step 1. Select an investment provider with which you will invest your 403(b) contributions. A list of approved investment providers may be found by visiting the website of the plan's third-party administrator, National Benefit Services (NBS) at www.nbsbenefits.com/403b.

Step 2. Contact the investment provider directly in order to establish an account (a financial advisor may assist you with this process).

Step 3. Determine how much of your compensation you wish to defer to the 403(b) plan. Step 4. Complete a Salary Reduction Agreement and submit it to NBS to initiate salary reductions. The Salary Reduction Agreement may be obtained from the NBS website at www.nbsbenefits.com/403b.

Q: How much can I contribute to a 403(b) Plan?

A: Currently you can make elective deferrals up to \$16,500. If you will be age 50 or older sometime during the 2018 calendar year, you are eligible to contribute an additional amount that is known as an "age 50 catch-up" contribution. The age 50 catch-up contribution is an additional \$5,500. If you have at least 15 years of service with Lovejoy Independent School District, you may qualify for an additional \$3,000 catch up amount. Please note that determining eligibility for this catch up can be complex. Completing the Maximum Allowable Contribution Worksheet will help you determine whether or not you qualify.