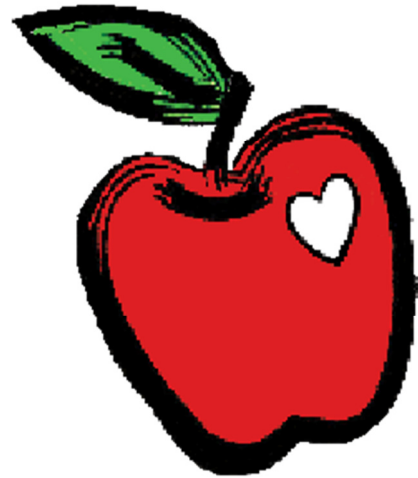


Substitute Teacher Service

Welcome to the STS family!



Welcome!



Thank you for the opportunity to work with you! As you know, STS employs thousands of substitute teachers, paraprofessionals and support staff to help fulfill the daily personnel needs of our valued school districts.

We want to formally welcome you to our family and hope that you will continue to work with us in order to provide the excellent service that your school district has come to know.

You are a crucial part of the daily educational process. Children depend on faculty, administrators, school staff and most importantly, substitutes in order to assist them throughout the educational day.

Since you are a vital link in this process, STS is here to help you through the registration process and to make it as easy and painless as possible.

This packet also includes information on some of the benefits of working with STS.

We are always available to answer your questions and address your concerns.

Again, we thank you and look forward to working with you!

The Staff and Management
Substitute Teacher Service

Employee Benefits

Medical Benefits

STS does not offer company paid medical benefits.

Employees can also elect medical plans through the Healthcare Exchange.

See the enclosed information for more details.

Unemployment Compensation

When you work with STS, you are eligible to collect unemployment benefits during the summer months and at times when schools are closed. (Winter and Spring breaks, snow days, etc.)

In order to collect benefits, you must file a claim with the Unemployment Compensation bureau ("UC"). Based on your work history, UC will determine if benefits are authorized. A link to UC is available on the Employee Portal.

401K Plan

All STS employees are eligible to participate in the Company's 401K savings plan. There are certain criteria that must be met in order to be eligible.

You must be at least 21 years of age, work 1 full calendar year and attain a minimum of 1,000 hours in that one-year period in order to be eligible.

More information is available on the Employee Portal.

Substitute Teacher Service

If you choose to apply, On Line Registration Steps for New Candidates are listed below.

The process is not complicated, but requires planning and gathering of information before you start the process.

According to PA State Laws and regulations for teaching and working in any school set forth by the Pennsylvania Department of Education, all candidates must abide by and provide the necessary documentation in order to be considered for employment.

In order to find out what information you need to start your application, visit our website at <http://thesubservice.com>. Click on "Job Postings", select the position you are interested in, and click "begin your Application". You will be presented with a list of requirements for the position. If you are missing any of the clearances, you can click the "Useful Links" tab to get the clearances online.

STS uses the *Talent Ed* application system. If you have used this system before, use your current login credentials. If not, then create your login and profile information.

Beginning the Application:

As you move through the application steps, you can keep track of your progress by checking the list at the right of the screen. As you complete each section, the list item will change to a blue link. There are 11 sections for each application. Be sure to click the "Save and Continue" button at the end of each section. If any information is missing or invalid, you will not be able to proceed until it is fixed. NOTE: Any item with a red asterisk (*) is required and must be completed.

The Attachments Section

Documents that you have collected must be uploaded to your application in this section. There are four required documents:

- Teaching Certification
- Background Clearances ***
- Resume
- TB Test or Chest Xray results

You will upload each one as required.

*** The background clearances should be merged into one upload. You can go to www.smallpdf.com to merge and upload your clearances.

You will have 4 uploads in total to your application.

Selecting and Orientation

Choose which office you would like to meet our interviewer. If you are attending a group orientation, select that option.

Review your Application

The final step of the application process is to review, initial and finalize. Read the District and/or Application Confirmation Statement. Select Affirm or Deny, type your initials, and the most important step, click the “Save and Submit” button. If there is anything wrong, the system will tell you what needs to be corrected.

If everything is good, you will get a message that “Your application was successfully submitted”! Good job!

HELP!

If you encounter problems during the process, please call the STS Human Resources office. We will be glad to help you through this process! 800-357-7827, ext. 628.

What Happens Next

STS will review your application for completeness. If everything is in tact, the HR office will contact you with what to expect next.

You will receive 2 emails from the HR office. The first will come from a @talented.com address. It will have 6 tasks for you to complete on line. These include the following forms:

- Form W4 (wages and earnings form)
- Direct Deposit Information and Authorization form
- PA Act 32 Residency Certification Form (for local taxes)
- Form I-9 (requires 2 pieces of identification or a passport)
- School District Selection List
- ACA Disclaimer Form

The second email will come from someone@thesubservice.com (our HR staff) containing Act 168 current and previous employment history forms. You will need to print these out, fill out 1 form for each employer, sign and date them and bring the completed forms to your orientation. If you can, please get a fax number or email address for each employer in order to speed up the process. The Act 168 forms do not get uploaded to your application.

Your Orientation Meeting

Once you schedule your orientation session, or attend one of the general orientation sessions you will need to bring with you:

- 2 forms of identification for the federal I9 form
- The originals of your clearances (Police, FBI and Child Abuse)
- Your TB test results
- All completed Act 168 forms

You will be required to complete the Act 24 Arrest or Conviction form.

**** If you choose not to apply online, please make sure you have all of the required documents with you when you attend the general orientation session.**

We will also take an identification picture of you for your STS ID badge which must be worn at all times while working in school district buildings.

You will be emailed a PIN number for the STS Employee Portal. Once you leave the session, it is best to go home, login to the portal to complete your STS registration.

That's it!

Welcome to STS!



"Available Now"

Voluntary Benefit offering

Universal Life Insurance

- **Permanent Insurance**
- **Cash Value (4% minimum)**
- **\$5.00 weekly minimum**
- **Spousal policies available**
- **Children & Grand Children policies**
 - **Ages, birth to 18**
 - **\$3.00 weekly maximum**
- **Up to \$150,000**
- **Long Term Care rider**
- **Waiver of premium**
- **Accidental Death x2**
- **No medicals**

Cost Example

Age 25...Non tobacco, \$6.00 weekly

Life Ins. **\$34,755**

Cash at age 65 **\$10,392**

Contact: George A Trocki
410-303-6276 cell
800-988-5022 off.
[**george@tbenefit.com**](mailto:george@tbenefit.com)