

Welcome to Clear Creek ISD!

Onboarding Steps Required:

- Employee Account Setup – HELP DESK #281-284-4357
 - You will receive an email from CCISD to create new username and password. Allow 24 hours.
 - If you don't receive the email, please check spam/junk. Call Help Desk if not found.
 - If you are an active substitute, use current username and password.
 - If previous employee and unable to log in, call Help Desk for assistance.

- Virtual Orientation – Salary & Benefits Information
 - Links for review – helpful information to answer many common questions.
 - [New Hire Orientation](#)
 - [New Hire Orientation - Benefits](#) – Open enrollment begins July 18, 2022

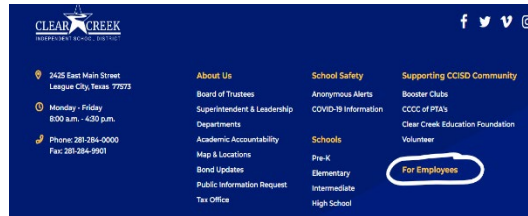
- TASKS/Documents/Forms — Notification sent from Clear Creek ISD <do-not-reply@ted.peopleadmin.com>
 - [Log In](#) with your new CCISD Username and password to **TalentEd** Employee Records.
 - Note your Employee ID Number near your name and save for future use.
 - Under My TASKS, view each document under Needs Attention.
 - **Review, complete, acknowledge, and sign as needed.**
 - Several are simply acknowledging that you understand.
 - Do NOT click on any Empty folders or the EXIT form.
 - Click Save Final. TASKS are moved to the Completed tab for filing.

- I-9/Badge Appointment
 - Schedule I-9/Badge appointment - [Sign Up](#)
 - **Schedule time as soon as possible** but be aware ALL TASKS must be complete prior to appointment.
 - I-9 document verification
 - **Important - bring valid ID's – see I-9 list of acceptable documents under TASKS**
 - Examples – Unexpired driver license plus Social Security Card, or US Passport
 - If you do not bring correct documents, you will need to reschedule
 - Take photo for ID Badge at appointment (bring cash for lanyards/clips if desired or check at campus later)

- Benefits – Deadline to enroll/decline insurance
 - Enroll in benefits within 31 calendar days of official start date [utilizing the online enrollment system](#).
 - Hannah Thibodeaux, Benefits Specialist, A-L, 281-284-0233
 - Jessica Cardenas, Benefits Specialist, M-Z, 281-284-0232

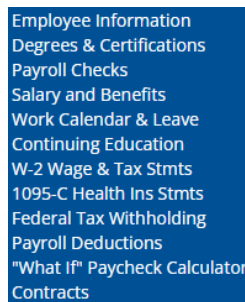
- Training / Staff Development- Mandatory Online Staff Development
 - Go to www.ccisd.net Logins
 - Log on to the [Single Sign-On Portal](#); username is entire CCISD email address
 - Click Eduphoria icon
 - Click Strive, then select My Professional Learning
 - Select CCISD Mandatory Online Staff Development for current school year and click Enroll
 - Take all parts of the training, following instructions carefully
 - Click on Request Credit to receive credit
 - *Teachers ONLY – Also, complete T-TESS within deadline*

CCISD Employee Website - [For Employees](#)



• [Employee Access Center](#)

- View and update employee information
- Check salary and benefits
- Review **payroll checks** and deductions (every pay period), print if desired
- Tax Information and **W-2's**
- After initial log in with Employee ID number and last 4 of SSN, hover over arrow next to your name to set up secure password.
 - You will not be required to change this password again.
- You will be able to access this portal for pay and W2 information even after leaving the district.
- Click to review desired information:



• [TalentEd](#) – Log In with CCISD User Name and Password; Find **Employee ID Number**

- TASKS
 - Documents to acknowledge (Needs Attention)
 - Documents to view (Completed)
- Files/Employment Records – View Transcripts, Service Records, Annual Salary Sheets
- Forms/Direct Deposit, W-4, and Name Changes

• [CCISD Single Sign-On Portal](#) – Click Logins Single Sign On for Employee Links

- Use entire CCISD email and your password
- Click on desired Icon and follow instructions
 - Eduphoria
 - Register for Trainings
 - Transfer portfolio from another district - send Export file (wxe) to kburns@ccisd.net
- Office 365 – Log in to email and MS Office on or off campus



• [Employee References & Resources](#)

- Employee Handbooks
- Job Descriptions
- Salary and Stipend Schedules
- KRONOS - electronic timekeeping system
- Appraisals

Salary and Benefits Information:

● Payroll Checks

- Your first check with CCISD will be live/hard copy so please check your campus mail or with your campus secretary. The following checks will be electronically sent through Direct Deposit.
- Pay Dates are on the 5th and 20th of each month.
- Pay is spread evenly over the year and Pay Cycles are determined by your calendar for your assignment:
 - 170-197 day (includes 187-day teachers) – September 5th through August 20th
 - 198-220 day – August 5th – July 20th
 - 230 or more – July 5th – June 20th
- Pay Scales/Increases are approved by Board annually (usually late July). Any adjustments will show on September 5th check and may include retroactive pay for 198+ day staff; please view check details in Employee Access.
- Salary and Benefits – Check for accuracy every pay period and annually upon receipt of email notice
 - Notify Business Services of any discrepancies right away
 - Overpayments must be repaid to taxpayers
 - Underpayments can be quickly corrected

● Work Calendar & Leave

- Calendar in Employee Access shows number of days your position works, start/stop dates, and holidays.
- In a school year you will typically receive 5 state and 5 local days. See Employee Handbook.
- State days can be transferred to schools within Texas on Service Records.

● Years of Service – Credit given upon receipt and verification

- Service Records are documents to transfer years of service and state leave day balances.
 - How to Request from Previous Employer
 - If Texas Public School District/Charter school, contact previous district
 - If other, please use the appropriate form on CCISD.net/employees website
 - Where to Submit
 - Originals may be delivered to Business Services (or dropped off with HR Receptionist)
 - Electronic must be sent directly from previous district to Business Services staff email
 - If professional personnel, send to ythompson@ccisd.net
 - If support personnel, send to crystalb@ccisd.net
- [Substitute Verification](#)
 - must have been certified and worked at least 90 full days within the school year.
 - Ask for form during I-9 appointment or go to bottom of Employee page for verification [form](#).

● Transcripts – Official

- Required to be on file for professional and paraprofessional assignments
 - Can affect pay if not received within reasonable time-period
 - Send highest degree conferred only
- Request to be sent from your college to Business Services
 - Originals must be OFFICIAL and received in UNOPENED University-sealed envelope
 - Electronic must be sent directly from University/College
 - If professional personnel, send to Sharyn Hase at shase@ccisd.net
 - If support personnel, send to Crystal Bolding at crystalb@ccisd.net

● To Verify receipt of Transcripts and Service Records

- Employee Access shows what has been entered in the system
- Talent Ed shows the uploaded files – click desired folder, then the ●●● to select history to view each record
- NOTE – Please allow time for us to receive and process documents, especially during busy summer hiring season
 - If records are not updated by mid-September, or 30 days after hire, please let us know.
 - **Any pay adjustments will be made retroactive within the same school year.**

Contacts:

- Benefits
 - [Hannah Thibodeaux](#), Benefits Specialist A-L
 - 281-284-0233
 - [Jessica Cardenas](#), Benefits Specialist M-Z
 - 281-284-0232
- Professional Staff – Administrators, Teachers, Counselors, Speech Pathologists etc.
 - [Sharyn Hase](#), Employment Services Specialist-Professional – Transcripts, Talend Ed Tasks
 - 281-284-0163
 - [Yvonne Thompson](#), Employment Services Coordinator – Service Records, Salary, Stipends
 - 281-284-0156
 - [Bea Bentley](#), Policy and Legal – Contracts
 - 281-284-0152
- Support Staff – Aides/Clerical, Child Nutrition, Maintenance, Technology, Transportation
 - [Crystal Bolding](#), Employment Services Specialist
 - 281-284-0157
- All Other Inquiries
 - [Janice McKisson](#), Business Services Secretary
 - 281-284-0236