



Policy Acknowledgement eForm

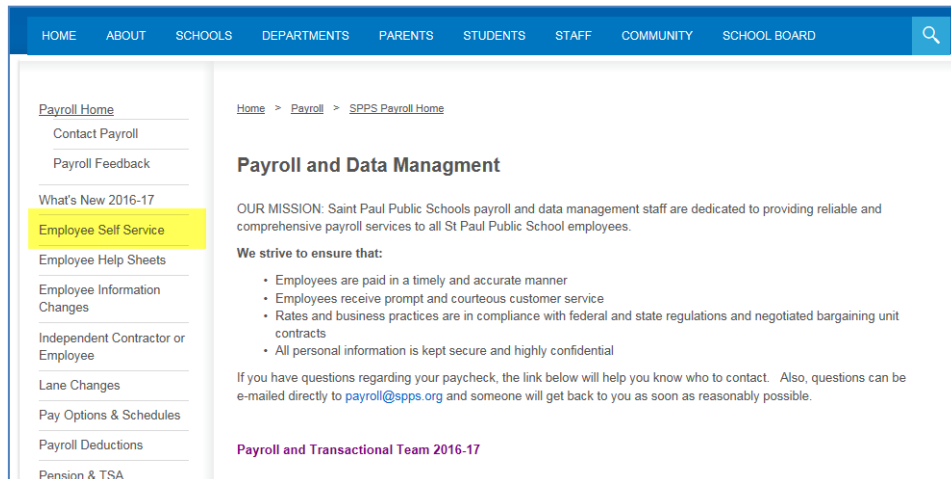
How to submit the Policy Acknowledgement eForm

Policy Acknowledgement forms are now located in Employee Self Service.

You can access Employee Self Service from Payroll Home Page on the district website.

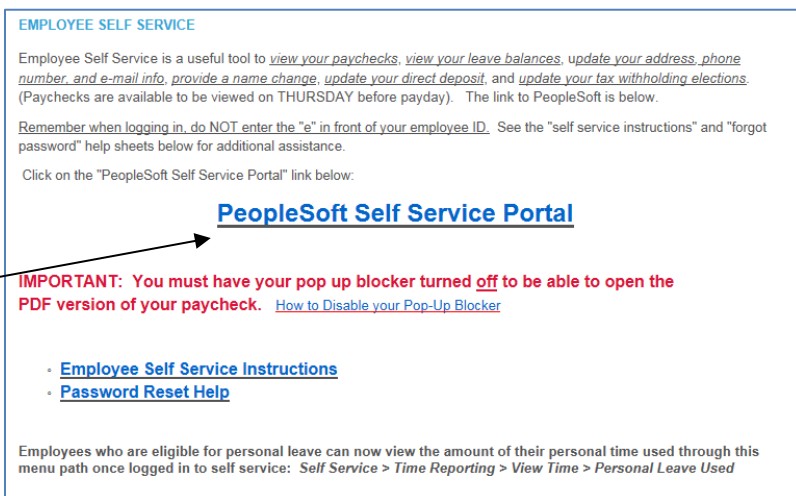
<http://www.spps.org/payroll>

Click the link on the left menu to get to the Employee Self Service home page.)



This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

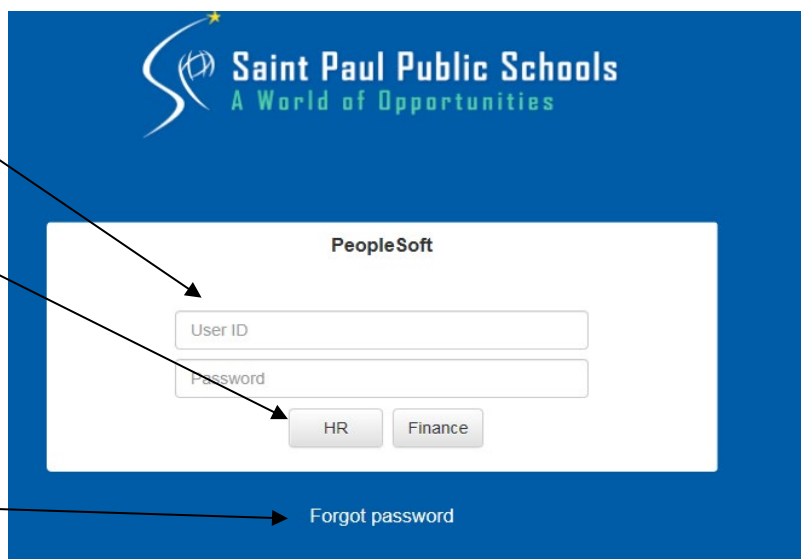
Click on the "PeopleSoft Self Service Portal" link



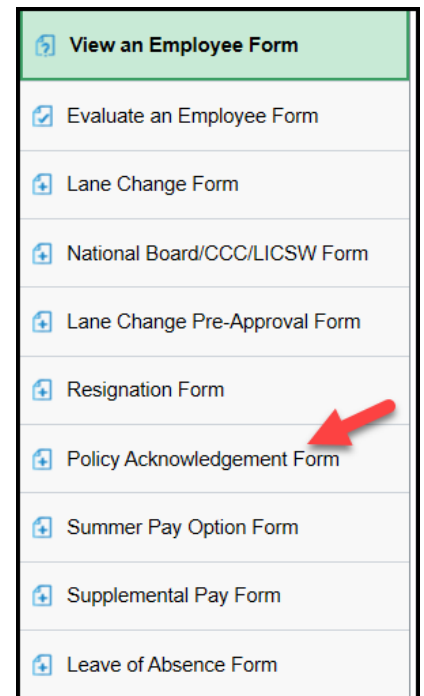
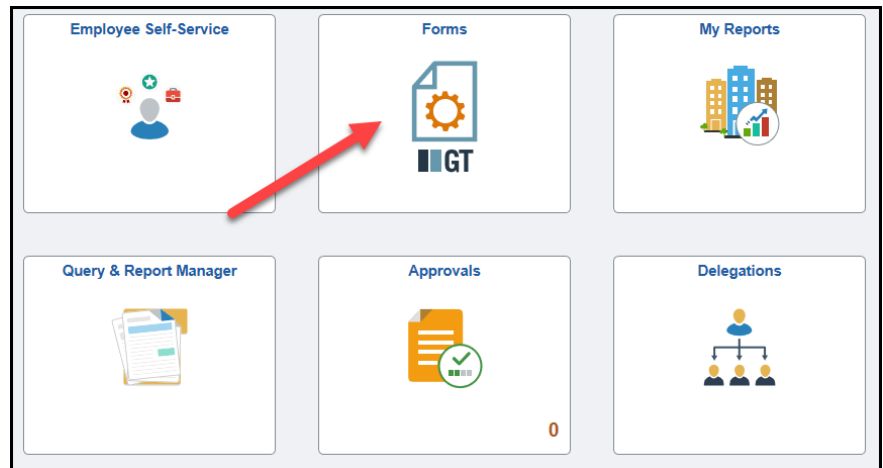
Type in your User ID and Password. Your User ID is your Employee ID *without* the "e" in front of it.

Click the HR button.

If you have forgotten your password, you can use the "forgot password link" if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.



Once you have logged into the PeopleSoft Self Service Portal, you will can access the Policy Acknowledgement eForm through the tiles on the Home Page. **Forms >Employee Forms > Policy Acknowledgement Form.**



1. Please click on the video link to watch the Policy Acknowledgment Video. This should be done prior to reviewing any of the policies.
2. Your information will automatically default on the form.
3. Please click on the blue links to access the policy
4. Once you have read the policy please use the slide bar to verify you have read the policy
5. Once you have read all policies use the slide bar at the bottom to acknowledge you have reviewed all policies.
6. Click submit

Start an Acknowledgement Form : EE Information

Policy Acknowledgement Instructions

1. Watch the brief video which summarizes each policy by clicking on the link below entitled, "Policy Acknowledgement Video"
2. Read each SPPS Board of Education policy by clicking on the individual blue links.
3. After reading each policy, use the slide bar to acknowledge that you have read the policy.
4. Once you have read all policies, click the slide bar at the bottom to acknowledge that you have read all policies.
5. You must click the SUBMIT button for the information to be saved in PeopleSoft.

[Policy Acknowledgement Video](#) **1**

Employee Information

Employee ID [REDACTED]

Job Title 955 Tchr - Grade 1 **2**

Location 900 No Assigned Bldg - Misc

Department NAB900APV Appropriate Vacancy

Supervisor ID [REDACTED]

Regular/Temporary Regular

Harassment and Violence Policy

[415.00 Discrimination, Harassment, Violence, and Retaliation Policy](#) **3**

I have read the Discrimination, Harassment, Violence and Retaliation Policy ☒ **4**

Racial Equity Policy

[101.00 Racial Equity Policy](#)

I have read the Racial Equity Policy ☒ **5**

Action Items

Acknowledgement 1 row

1 ☒ **5** I acknowledge I have reviewed each policy above and it is my responsibility to review and comply with all SPPS Board of Education Policies. I understand if I have questions or concerns at any time, regarding any SPPS Board policy, it is my responsibility to consult with my immediate supervisor, administration, or the Human Resources department for clarification

Search Submit **6**

Important Information

In addition to acknowledging receipt of the COVID-19 Staff Workplace Manual, all staff must watch the training videos in [Schoology](#) that are provided by the World Health Organization (WHO) and Centers for Disease Control and Prevention (CDC). If you have not watched the videos already, please log into your Schoology account and use the following access code to watch the required videos - D4MK-H46C-CVPCG. If you have any questions, please contact your supervisor.