

### How Can HCM Help?

| I need assistance with:                                     | Point of Contact                              | Contact Information  |
|---|---|--|
| Hiring an employee  | <a href="#">Staffing</a>                      | <a href="mailto:Humancapitalmanagement@dallasisd.org">Humancapitalmanagement@dallasisd.org</a>   |
| Orientation/Onboarding for a new employee                   | <a href="#">Onboarding and Retention</a>      | <a href="mailto:Onboarding@dallasisd.org">Onboarding@dallasisd.org</a>   |
| Data regarding personnel                                    | <a href="#">Data and Design</a>               | <a href="mailto:HRIS@dallasisd.org">HRIS@dallasisd.org</a>   |
| My Team's Organizational Chart                              | Position Control                              | <a href="mailto:Positioncontrol@dallasisd.org">Positioncontrol@dallasisd.org</a>   |
| Compensation Review/Job Descriptions                        | <a href="#">Compensation Team</a>             | <a href="mailto:NotifyComp@dallasisd.org">NotifyComp@dallasisd.org</a>   |
| Performance Management, Evaluations, Excellence Initiatives | <a href="#">Employee Excellence</a>           | <a href="mailto:TEI@dallasisd.org">TEI@dallasisd.org</a> ;<br><a href="mailto:Careermanagement@dallasisd.org">Careermanagement@dallasisd.org</a> |
| Employee Recognition, Teacher/Principal of the Year         | <a href="#">Rewards and Recognition</a>       | <a href="mailto:Rewardsandrecognition@dallasisd.org">Rewardsandrecognition@dallasisd.org</a>   |
| Recruiting possible candidates                              | <a href="#">Recruitment and Selection</a>     | <a href="mailto:Futureteacher@dallasisd.org">Futureteacher@dallasisd.org</a>   |
| Teacher Alternative Certification                           | <a href="#">Compass Team</a>                  | <a href="mailto:Compass@dallasisd.org">Compass@dallasisd.org</a>   |
| Requesting copies of Employee Records                       | <a href="#">Employee Records</a>              | <a href="mailto:Employeeeerecords@dallasisd.org">Employeeeerecords@dallasisd.org</a>   |
| Policies regarding Personnel                                | <a href="#">Policy and Compliance</a>         | <a href="mailto:Dpolicies@dallasisd.org">Dpolicies@dallasisd.org</a>   |
| Insurance, Retirement, Leave, Wellness Program              | <a href="#">Benefits</a>                      | <a href="mailto:Benefits@dallasisd.org">Benefits@dallasisd.org</a>   |
| Employer-Employee Relationships, Grievances                 | <a href="#">Employee Relations</a>            | <a href="mailto:Employeeerelations@dallasisd.org">Employeeerelations@dallasisd.org</a>   |
| Employee Investigations                                     | <a href="#">Professional Standards Office</a> | <a href="mailto:PSO@dallasisd.org">PSO@dallasisd.org</a>   |