New Hire Human Resource Notes

School Website: www.flushingschools.org

Network and Email Access

Once cleared for work, the Technology department will create a network and email account. Instructions on how to access the network and email will be sent to your assigned building. Please check with the building secretary or your direct supervisor for those instructions. If problems occur while trying to access the network or email, please reach out to the appropriate building IT Support staff:

- o Elementary Buildings: Shelli Gibbons at 591-1329
- o Middle/High School: Nolen Reischling at 591-3833 or 591-3182
- o Transportation: Carley Koch at 591-2323, John Popovits at 591-1296
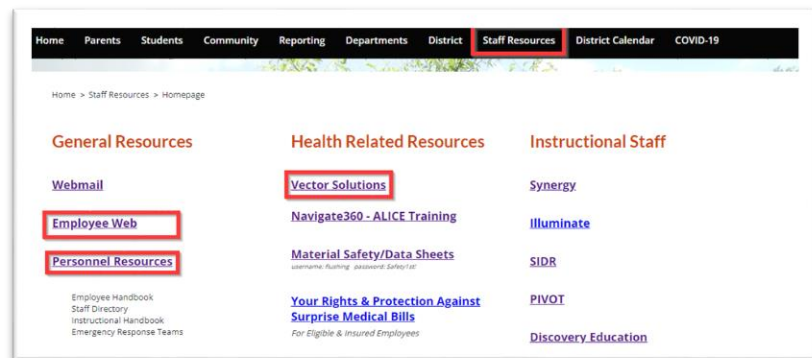
Vector Solutions Training

Every employee has training modules that must be completed prior to their first day of employment. Different work groups have different requirements. To access the training, click on the Vector Solutions website found on the district website. *Please note, if you are hired through GECS, your training is done through their platform.*

Username: firstnamelastname (no dot, no space between first and last name)
Password: last name followed by last four digits of social security number (example: smith1234)
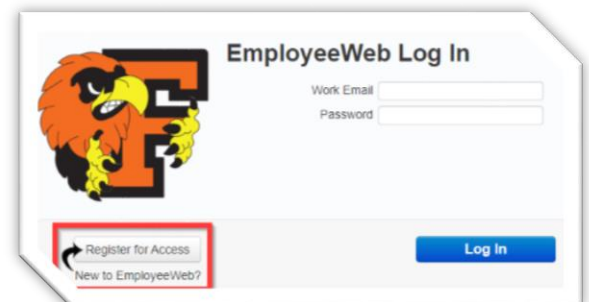
Personnel Resources

Behind a password protected page on our website, staff have access to the Employee Handbook, Staff Directory, Instructional Handbook, and Mileage Forms.

Username & Password for Personnel Resources can be found in Vector Solutions. The Employee Handbook Acknowledgement module contains the username and password.

Employee Web

Employee Web is where staff can access payroll information, W2s, attendance accruals, etc. Employee Web can not be accessed until you have accessed the network. Be sure to click Register for Access when you are accessing for the first time. You will use your school email as the username and and will be prompted to create a password.

School Closing (& more) Announcements

The personal phone number that you provided to the Human Resource staff at your time of hire is the number that will be called when school and district administration sends out a message. If your number changes, please notify the Human Resource Department. If in addition to a phone call, you would like to receive a text, please text Yes to 67587.

October 2022