# **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:
  Elementary Buildings: Shelli Gibbons at 591-1329
  - Middle/High School: Nolen Reischling at 591-3833 or 591-3182
  - 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.

ome Parents	Students	Community	Reporting	Departments	District	Staff Resour	ces District Cale	ndar	COVID-19	
Home > Staff Reso	urces > Homep	age		Se Vine		EN SIA	A			dia
General R	esources		Healt	h Related F	esource	es li	nstructional	Staf	f	
Webmail			Vector	<u>Solutions</u>		S	/nergy			
Employee We	b		Naviga	te360 - ALICE T	raining	Ш	luminate			
Personnel Re	sources			al Safety/Data		SI	DR			
Employee Han Staff Directory				g <u>hts &amp; Protect</u> e Medical Bills		t P	νοτ			
Instructional Handbook Emergency Response Teams			For Eligible & Insured Employees			D	iscovery Educati	ion		

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.

	EmployeeWeb Log In				
	Work Email				
	Password				
Register for Access		Log In			
New to EmployeeWeb?		1			



## 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.