

Welcome!

Goshen County School District #1

FY2027

Prepared by:
Holly Lara
Director of Human Resources/Public Relations

New Employee Pre-Employment Paperwork!

Already Completed:

1. Background check - if not already PTSB licensed
2. Para-pro testing -if not already highly qualified (paraprofessional positions)
3. Pre-employment physical – Special Education Paraprofessionals, custodians, cooks, bus drivers only



Technology

Anna Hytrek

307-532-2171 ext. 1322

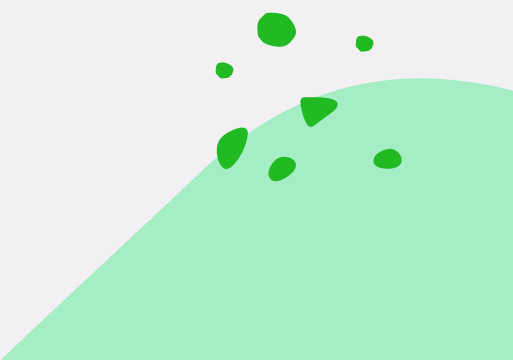
- ID Badges
- Internet User Agreement
- New Employee Technology Set Up Form
- District Email

Additional Technology Staff:

Technology Director: Mike Harberts

Technology Support: Pete Cawiezel

System Administrator: Ian Cottrell



Employee Payroll Paperwork

Complete Today

1. Employee Information Sheet
2. W-4 Form
3. Direct Deposit Form
4. I-9 Form
5. Group Life Insurance Form

Life Insurance - Eligible for Active Employees working over 30 hours/week

Wyoming School Boards Association

- Employee \$20,000
- Spouse \$5,000
- Dependent Child \$1,000

Wyoming Educators' Benefit Trust

- Employee \$15,000

Age Based Reductions:

65% of Life Insurance Benefit at age 65

50% of Life Insurance Benefit at age 70

35% of Life insurance Benefit at age 75

AD&D age-based reductions begin at age 70

These policies have no cash value.

Group Life Insurance Dependent Eligibility

Definition of Dependent Child

Your unmarried child if he or she meets the following requirements:

1. A child from live birth to 19 years old;
2. A child who is 19 or more years old but less than 26 years old, enrolled in a school as a full-time student and primarily supported by you;
3. A child who is 19 or more years old, primarily supported by you and incapable of self-sustaining employment by reason of mental or physical handicap. Proof of the child's condition and dependence must be submitted to us within 31 days after the date the child ceases to qualify as a dependent for the reasons listed above.

The term "child" means a child born to or legally adopted by you. It includes a child during any waiting period prior to the finalization of the child's adoption. It also means a stepchild living with and financially dependent upon you. The term "child" also means a foster child for whom the Employee is the legal guardian, is financially dependent on the Employee for support and who resides with the employee.

Term Life Insurance

Developed for the Employees of

Wyoming School Boards Association

Participating Member Districts



Who Needs Life Insurance?

You do. Single or married. Buying your first home or preparing for retirement. Raising children or sending them off to college. No matter where you are in life, insurance should be part of your financial plan.

By purchasing this insurance product through your employer, you benefit from:

- Affordable group rates
- Convenient payroll deduction
- Access to knowledgeable service representatives.

Who Is Eligible For Coverage?

You — If you are an active, full-time Employee of a Wyoming School Boards Association member district that qualifies for benefits under that district's policy.

Your Spouse — is eligible whether or not you apply for coverage yourself.

Your Unmarried, Dependent Children — Under age 19 (or under age 25 if they are full-time students), as long as you or your spouse are eligible. One low premium will insure all your eligible children, regardless of the number of children you have.

No one may be covered more than once under this plan. If covered as an employee, you can not also be covered as a dependent.

* Domestic Partner is defined in the Group Policy. For purposes of this brochure, wherever the term Spouse appears, it shall also include a Domestic Partner registered under any state which legally recognizes Domestic Partnerships or Civil Unions. Additional information is available from your Benefit Services Representative.

How Much Coverage Can You Buy?

You — You can select life insurance coverage in units of \$10,000. The maximum for any employee is the lesser of 5 times your annual salary or \$500,000. The guaranteed coverage* amount for you is the greater of a), b) or c) below:

- \$50,000;
- an amount equal to the Life Insurance Benefit in effect on the termination date of the Prior Plan; or
- an amount equal to the Life Insurance Benefit in effect for the School District life insurance policy the Employee was covered for prior to becoming eligible under this policy.

Your Spouse — You may select coverage for your spouse in units of \$5,000 to a maximum of \$250,000. The cost of coverage will be based on your spouse's age. The guaranteed coverage amount for your spouse is the greater of a), b) or c) below:

- \$20,000;
- an amount equal to the Life Insurance Benefit in effect on the termination date; or
- an amount equal to the Life Insurance Benefit in effect for the School District life insurance policy the Employee was covered for prior to becoming eligible under this policy.

Your Unmarried, Dependent Children — You may select coverage for your unmarried, dependent children in units of \$5,000

Optional Life Insurance

NCPERS - National Conference on Public Employee Retirement Systems

➤ Prudential

Cost: \$16 per month

If wish to sign up, must complete form and return to payroll with in 30 days of hire date.

NCPERS guarantees that every active member, regardless of age, pays \$16 a month, and it will **never increase**.

Members

Member's Age at Time of Claim	Group Decreasing Term Life	Group AD&D	Total Benefit for Accidental Death
Less than 25	\$225,000	\$100,000	\$325,000
25 to 29	\$170,000	\$100,000	\$270,000
30 to 39	\$100,000	\$100,000	\$200,000
40 to 44	\$65,000	\$100,000	\$165,000
45 to 49	\$40,000	\$100,000	\$140,000
50 to 54	\$30,000	\$100,000	\$130,000
55 to 59	\$18,000	\$100,000	\$118,000
60 to 64	\$12,000	\$100,000	\$112,000
65 and over	\$7,500	\$7,500	\$15,000

Dependent Group Decreasing Term Life

Spouse/ Domestic Partner	Child(ren)*
\$20,000	\$4,000
\$20,000	\$4,000
\$20,000	\$4,000
\$18,000	\$4,000
\$15,000	\$4,000
\$10,000	\$4,000
\$7,000	\$4,000
\$5,000	\$4,000
\$4,000	\$4,000

Insurance — Eligible for Active Employees working 30 hours or more per week

Blue Cross Blue Shield of Wyoming - Health Insurance
Delta Dental - Dental Insurance
VSP - Vision Insurance

First day of coverage will be on the 1st of the month of full employment

Two months of premiums will be deducted from your first paycheck.

- Example: the two deductions on your September paycheck cover the employee insurance cost of premiums for September and October.

Goshen County School District #1
Employee Cost of Insurance
For Insurance Coverage July 1 - December 31, 2026
Pay Periods: June - November 2026

Effective July 1, 2026

Monthly Cost	Employee Cost Per Month	Employee Cost Per Month	Employee Cost Per Month	Employee Cost Per Month
	Employee	Employee + Dependent	Employee + Spouse	Family
\$2,500 Ded/\$45 Co-Pay	\$ 332.00	\$ 413.00	\$ 479.00	\$ 517.00
\$3500 Embedded/HDHP	\$ 236.00	\$ 295.00	\$ 341.00	\$ 368.00
\$3500 Ded/\$50 Co-Pay	\$ 192.00	\$ 239.00	\$ 277.00	\$ 299.00

District Cost: Employee	\$1,405.00
Employee/Dependent(s)	\$1,754.00
Employee/Spouse	\$2,034.00
Family	\$2,189.00

How do I sign up for Insurance?

You will receive an email from WEBT Employee Portal.

➤ **WEBT stands for Wyoming Educators Benefit Trust, this is processed through Willis Towers Watson - an insurance consulting company.**

- The email will have your username, follow steps in the email to set up a password.
- You have 30 days to enroll, however, since your insurance will begin on the 1st, to ensure you have insurance set up this day and receive your insurance cards before coverage begins, enroll as soon as possible.
- You must log in even if you are not taking the insurance. In this web portal you will also sign up for the District Paid life insurance of \$15,000.
- The link may also be found on the Goshen County School website, under Employee Benefits.

[Click here for
Teladoc](#)

[Transparency
in Coverage](#)

[Click here for
Employer Resources](#)

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[Group Benefit Plan
Summaries](#)

[WEBT Retirees](#)

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[Our Partners](#)

[Contact Us](#)

Wyoming Educators' Benefit Trust
Managed by Willis Towers Watson
415 W. 17th Street
Suite 140
Cheyenne, WY 82001
(307) 634-5566

Blue Cross Blue Shield of Wyoming
1-800-210-6642

Welcome to the WEBT Online Portal Instructional Page!

This page is meant to serve as a place where employers and employees may register for and access the portal and review/print instructional materials.

Employers

[Click Here](#) to log into the portal

[Click Here](#) for information on
establishing your portal access

[Click Here](#) for information on updating
group level information and creating self-
registration links

Guides for Membership

[Click Here](#) for information on adding a
new enrollee

[Click Here](#) for information on terminating
an enrollee

[Click Here](#) for information on reinstating
a rehired employee

[Click Here](#) for information on updating
membership and/or benefits due to a life
event, drop dependents or change
employee coverages

[Click Here](#) for information on reviewing
and approving employee submitted
enrollments, membership changes and
updates.

[Click Here](#) for information on
printing/ordering an ID card

Employees

[Click Here](#) to register

[Click Here](#) to log into the portal

Guides for Utilizing the Portal

[Click Here](#) for information on
establishing your portal access

[Click Here](#) for information on navigating
the portal

[Click Here](#) for information on utilizing the
portal to enroll in benefits via email link

[Click Here](#) for information on utilizing the
portal to enroll in benefits via a self-
enrollment link

[Click Here](#) for information on updating
your benefits and enrollment due to a life
event (marriage, birth, adoption, divorce,
etc.)

[Click Here](#) for information on updating
your benefits and enrollment during
open enrollment

Quick Flyers

[Updates due to Life Events](#)

Insurance Cards

Insurance cards will be mailed to your home within 10 days.

You will receive a separate card for Blue Cross Blue Shield for health insurance, and Delta Dental insurance.

There is not a card for VSP. For VSP, you let your provider know you have VSP and give them your social security number. Everyone on your plan will be listed under your number.

Health Insurance Coverage Useful Websites

Blue Cross Blue Shield of Wyoming

<https://www.bcbswy.com/>

Teladoc:

<https://www.teladoc.com/>

Vision Insurance Website

<https://www.vsp.com/>

Delta Dental

<https://www.deltadentalwy.org/>

Flexible Spending

- Enrollment is November to mid December each year.
- Deductions and reimbursements are calendar year, January to December
- Current Rate Contributions: Medical \$2,850 Dependent Care \$5,000
- Use or lose
- Contributions taken out monthly
- Medical - Can be reimbursed for total when expensed
 - Example: You signed up for \$1,200 for medical, we will deduct \$100 a month pre-tax. You spend \$1,200 on glasses in January. You can turn in for reimbursement for the entire \$1200 in January.
- Dependent - Can only be reimbursed for total that you have contributed.
 - Example: You signed up for \$3600 for dependent care, we will deduct \$300 a month pre-tax. You have childcare expenses in January of \$500. On Feb 1 you turn in \$500 to be reimbursed, you will only be reimbursed that week for the \$300, the other \$200 will roll to the next month when you have another \$300 deducted from your paycheck.

Wyoming Retirement

Total 19.12% of gross wages put into your retirement each paycheck

Employee Rate 9.499%

You pay only 3.929% and the District pays 5.57%

Employer Rate 9.621%; total employer contribution: 15.191%

These are set rates; you cannot put more or less into this account.

Beneficiaries to retirement: Completed online

You will receive an email from Wyoming Retirement early September, follow the steps to complete your beneficiary.

<https://retirement.wyo.gov/en/Members>

Do not forget to complete beneficiary for your retirement!

Additional, Optional Retirement

457 Deferred Compensation Program – Before or After-tax contributions

- Must contribute at least \$20 a month.
- Sign up at anytime
- You can change your amount at anytime.
- Deductions will begin the month after the form is turned in to Payroll.
- <https://retirement.wyo.gov/en/DC>
- Forms are on the Wyoming Retirement website.

Additional, Optional Retirement

403 (b) Salary Reduction - Pre-tax contributions only

- Sign up anytime
- Once signed up can only make one change per year
- Deductions can be made the month form is turned in, as long as it is a week before payday.
- Complete Salary Reduction Agreement form
 - Must be signed by your agent
 - Must have account set up with your company before payroll deductions start

403 (b) Cont'd

Companies

New York Life

Putnam Investments

Met Life Resources

ING Life Insurance

Thrivent Financial

Ameritas Life Insurance

American Funds Service Company

Ameriprise Financial Services

Horace Mann Company

Vanguard

Reliastar Life Insurance Company

AIG American General Life Ins.

Ohio National Funds Service

AXA Equitable

Other Payroll Deductions if Applicable

- Child Support or garnishments, if received, they will be deducted according to the court ordered document.
- AFLAC - you need to find a representative, set up your account and bring in your deduction agreement form from AFLAC.

Paychecks

If paid by physical check - Your check will be sent to your building

If paid by direct deposit and have signed up for

Electronic Paystubs

- Log in under Employee Benefits on the Goshen County School website.
- 1st time users - user ID is employee ID number and PIN is your last 4 digits of your social security number.
- To select electronic, under Employee Information, Personal Information, select Contact Information.
 - Under the email address - check the box for direct deposit then save.

Contact Information

Address

Address 1	
Address 2	
City	
State/Province	
Zip Code	
Country	

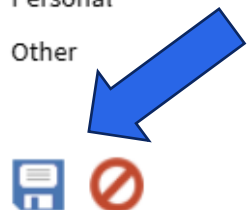
Phone Numbers

Phone Type

Primary Phone Number		
Secondary Phone Number		
Other Phone Number		

Email Addresses

Email Address Type	Email Address	Direct Deposit	Tax Forms	Other Communication
Business		☒	☒	☒
Personal		☒	☒	☒
Other		☐	☐	☐



Pay Checks

Paid over 12 months – September to August

- 12 equal payments
- Example work 8.00 hrs./day Mon-Thurs. for 32 hours/week
 - Daily hours of 8.00
 - 8.0 hours x 150 days in school year = 1200 hours/year
 - 1200 hours/year x \$19.42 (hourly rate of pay) = \$23,304.00
 - \$23,304.00 divided by 12 months = \$1,942.00 gross pay Sept-Aug

Extra Work and Year End Calculation

- Any work done that is not related to your regular schedule will be paid out according to the pay period schedule.

Examples: sports help, professional development

- Overtime will be paid monthly according to the pay period schedule.
- For regular hours, a tally will be kept and any over or under hours worked at the end of the school year will be paid/docked accordingly on your June paycheck.

**GOSHEN COUNTY SCHOOLS
2026-2027 PAY SCHEDULE**

PAYROLL PERIOD	START	END	PAY DATE	WEEKS IN PAY PERIOD
1	5/31/2026	7/4/2026	7/24/2026	5
2	7/5/2026	8/1/2026	8/25/2026	4
3	8/2/2026	8/29/2026	9/24/2026	4
4	8/30/2026	9/26/2026	10/22/2026	4
5	9/27/2026	10/24/2026	11/24/2026	4
6	10/25/2026	11/28/2026	12/18/2026	5
7	11/29/2026	12/26/2026	1/25/2027	4
8	12/27/2026	1/23/2027	2/25/2027	4
9	1/24/2027	2/27/2027	3/25/2027	5
10	2/28/2027	3/27/2027	4/23/2027	4
11	3/28/2027	4/24/2027	5/25/2027	4
12	4/25/2027	5/29/2027	6/25/2027	5

Classified Employees and Substitutes must approve their timesheets electronically through VeriTime on a weekly basis.

Leave Days

- 11 days of PTO (paid time off) each year.
- Days are converted to hours based on your average hours per day.
- First Year of Employment: Allocated the hourly equivalent of six (6) days at the start of the school year. If hired prior to or during the school year, PTO will be allocated based on their start date. The remaining PTO will be accrued in the first week of January.
- Second Year of Employment: Allocated PTO equal to the hourly equivalent of eleven (11) days at the beginning of the school year. If applicable to their employment status, PTO will be allocated at the start of the fiscal year.
- Only used in hourly increments
 - Example: can't use 2 hours and 15 mins, either round up to 3 hours or down to 2 hours)
- PTO days roll over each year, up to 75 days
- Cannot use more than 5 days consecutively
 - Absences of more than 5 days require approval by Superintendent

Medical Leave Bank

District Policy Code: 4330

To be included you must donate one of your PTO days to the bank.

Once in the bank, you are required to donate again if the medical leave bank goes below 150 days.

1st year limited to 5 days available

Opt out program – if you do NOT want to participate, complete the medical leave bank opt-out form. If opt-out form is not received in payroll within 30 days of date of hire, you will be automatically enrolled.

Vacation – 12 Month Classified Staff

- Number of completed years of employment
 - 1-5 years employment = 10 days of vacation earned
 - After 5 completed years of employment = 15 days of vacation earned
- Vacation time is earned during the period July 1 - June 30 of any fiscal year and must be taken within the current fiscal year or will be forfeited. Vacation time for new employees hired after July 1 will be pro-rated accordingly.

2026-2027 DISTRICT-WIDE CLOSINGS FOR DISTRICT 12-MONTH EMPLOYEES

All district buildings will be closed on the following days:

	<u>Holiday</u>	<u>District buildings will be closed:</u>
<u>2026</u>	July 4	Friday, July 3
	County Fair Day	Thursday, July 30
	Labor Day	Monday, September 7
	Thanksgiving	Thursday, November 26 Friday, November 27
	Christmas	Wednesday, December 23 thru Friday, December 25
<u>2027</u>	New Years	Thursday, December 31 Friday, January 1
	Easter	Friday, March 26 Monday, March 29
	Memorial Day	Monday, May 31

13 Total Days that each building will be closed

March 2, 2026

Absences

Frontline Absence Management (AESOP - Automated Educational Substitute Operator)

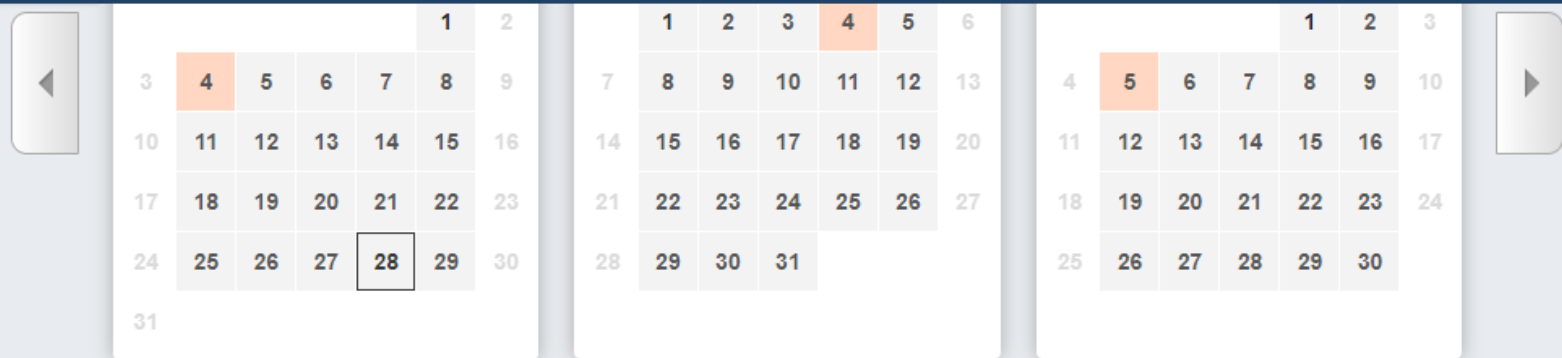
Program used when you need to be gone from work.

You will receive an email from "No-Reply Frontline".

- Follow the steps in the email to set up username and password.

Access:

- Goshen County School website under quick links or employee benefits.
- Mobile App - Frontline Education



Absences

Closed Day

In-service day

Create Absence

0 Scheduled Absences

0 Past Absences

0 Denied Absences

Please select a date

Need more options? Advanced Mode

July 2022

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Substitute Required

Yes

Absence Reason

Select One

Time

Please enter a valid time range using the HH:MM AM format.

07:45 AM to 03:35 PM

Notes to Administrator

(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

Helpful Hint:

You can select multiple days individually or click-and-drag to select a range of dates.

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Cancel

Create Absence & Assign Sub

Create Absence

NAVIGATION

- Home
- Absences
- Feedback
- Account
- Directory

July 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

■ Absences ■ Closed Day ■ In-service day

Create Absence

1 Scheduled Absences

0 Past Absences

0 Denied Absences

Date	Reason	Location	Duration	Time	
CONFIRMATION # 522721128 UNFILLED / UNAPPROVED 					
✓ Assign Sub ✕ Delete View Details					
08 Aug 2022	PTO - Paid Time Off - If less than full day, must be taken in hourly increments.	LINCOLN ELEMENTARY	 01:00	7:45 AM - 8:45 AM	

NAVIGATION



Home



Absences



Feedback



Account



Directory



Personal Info

Phone
CredentialsShared
AttachmentsPreferred
SubstitutesAbsence Reason
Balances

Personal Info

General Information

Name: MIGHTY MOUSE

Phone: 3085555555

Email Address:

Title: SPECIAL ED PARAPROFESSIONAL

Room Number: Main Office

Language: English

Address

Address1:

Address2:

Address3:

Address4:

State:

City:

Zip Code:

Absence Times

Start Time:

End Time:

Half Day AM End Time:

Half Day PM Start Time:

- NAVIGATION 
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 -  **Account**
 -  Directory

Personal Info	Absence Reason Balances Last Calculated: Thursday, July 28, 2022				
Phone Credentials	Absence Reason	Initial	Used	Pending	Balance
Shared Attachments	PTO - CLASSIFIED	7.10 Hours as of Sunday, August 7, 2022	0.00 Hours	1.00 Hours	7.10 Hours 6.10 Hours after Pending
Preferred Substitutes					
Absence Reason Balances					

- NAVIGATION
- ←

Home

Absences >

Feedback

Account

Directory

- Personal Info
- Phone Credentials
- Shared Attachments
- Preferred Substitutes
- Absence Reason Balances

Preferred Substitutes List

Substitutes included on this list will be given preferential treatment by Aesop when attempting to fill your absences. You can order up to five subs as your top favorites. If they are qualified and available, Aesop will notify them immediately when you register an absence. Note: The number of favorites you can select and how they are notified may vary based on your school district's preferences.

✓ ✕

Add Substitute(s)

Remove Selected Substitute(s)

Order	Name	Select
 Get Started by Adding some Substitutes!		

✓ ✕

Add Substitute(s)

Remove Selected Substitute(s)

Frontline – Time and Attendance

- Program you will use to view and submit your timesheets.
- You will receive an email from “No-Reply Frontline” with your ID and password to clock in/out.
- Timesheet will be generated electronically from your clock times.
- Timesheets must be submitted at the end of each week.
- If you have a missed punch, your time editor at your building will fix it for you.

Thursday 07/28/2022

12:05 PM

Note: This clock does not represent the actual time being used for this kiosk.

KIOSK ID/PHONE NUMBER

KIOSK PIN

Log In

District Kiosk

Thursday 07/28/2022

12:07 PM

Note: This clock does not represent the actual time being used for this kiosk.

Welcome, **MIGHTY MOUSE**

SCHEDULE

**LINCOLN ELEMENTARY-Sped
Paraprofessional**

Regular

WORK

07:45 AM - 11:25 AM

03:40 Hours

BREAK

11:25 AM - 11:55 AM

00:30 Hours (Unpaid)

EVENT HISTORY

There haven't been any
recorded events today.

LOCATION & JOB TYPE

LINCOLN ELEMENTARY - Sped Pa... ▼

EVENT

Sign In/Out

Log Out

Sign In

District Guidelines

Clocking in and out

- Clock in or clock out within 3 to 5 minutes of your scheduled start time.
- Adhere to your schedule workday and work week. Any deviations need to be approved by your building administrator.
- Be sure to do a job switch when clocking in if not working regular scheduled hours.

Employee Responsibilities

- Only the employee will be responsible for clocking himself/herself in and out to for work.
- No employee should clock in/out for another employee.
- If leaving the building for personal reasons, employee must clock out.
- If you are working in an area not accessible to a timeclock, keep track of your times, including lunch break. As soon as possible, give your information to your building time editor.
- Your timesheet is your responsibility. The time editor should not have to constantly be reminding you to submit your timesheet.
- Be sure your timesheet is correct before submitting it. By submitting your timesheet, you are agreeing that it is correct as is.

Breaks

- If you take a lunch break of 20 minutes or more – you must clock out.
- If you are supervising students during your lunch break – this is considered work time. Do not clock out for this time.
- Breaks are not always possible and thus are not guaranteed for employees of GCSD#1. When breaks occur they must conform to the following guidelines:
 - o Breaks less than 15 minutes are allowed if approved by your supervisor and do not require clocking out and back in.
 - o Employees on break should remain at their work site. If you leave the building for personal business you are required to clock-out. Clock back in when you return to work duties.
 - o Grouping breaks together to create an extended lunch or early departure is not permitted.
 - o When an employee leaves their duty station to take a break, others are required to “cover” many of the functions that continue. Please be considerate of your fellow workers and your supervisor by conforming to these guidelines.

NAVIGATION



Home



Reports



Work Detail



Timesheet



Schedule



Change PIN



NAVIGATION

 Home Reports

REPORTS > WORK DETAIL

Work Detail

Date Range:

Weekly

07/24/2022 - 07/30/2022 (31)

Display Options:

- ☐ Hide Days
- ☐ Hide Day Details
- ☐ Hide Day Totals
- ☒ Hide User Signature Line
- ☒ Hide Manager Signature Line

Run Report

Export

Weekly
07/24/2022 - 07/30/2022 (31)

1 results found.

EMPLOYEE
MOUSE, MIGHTY ◊

WORK WEEK SUMMARY

Dates					Events					
		DURATION					TIME		DURATION	
DAY	LOCATION & JOB	SCH	TOTAL	PAID	CODE	TYPE	IN	OUT	TOTAL	PAID
Mon 07/25	LINCOLN ELEMENTARY Sped Paraprofessional	07:20	07:25	07:25	ET	Sign In/Out	07:45 AM	12:00 PM	04:15	04:15
							ACC: 01-140-1210-113-018			
					ET	Sign In/Out	12:30 PM	03:40 PM	03:10	03:10
							ACC: 01-140-1210-113-018			
Mon 07/25 Total		07:20	07:25	07:25					07:25	07:25
Tue 07/26	LINCOLN ELEMENTARY Sped Paraprofessional	07:20	00:00	00:00	ET	Sign In/Out	07:30 AM	--	00:00	00:00
							ACC: 01-140-1210-113-018			
Tue 07/26 Total		07:20	00:00	00:00					00:00	00:00
Wed 07/27	LINCOLN ELEMENTARY Sped Paraprofessional	07:20	--	--	--	--	--	--	--	--

NAVIGATION

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EMPLOYEE **MOUSE, MIGHTY**

 Submit

 Weekly
07/24/2022 - 07/30/2022 (31)

TOTAL
+ 07:25

PAID
+ 07:25

▼ Expand All

▲ Collapse All

MON July 25, 2022

Total + 07:25 Paid + 07:25 ▼

TUE July 26, 2022

Total 00:00 Paid 00:00 ▼

WED July 27, 2022

Total 00:00 Paid 00:00 ▼

THU July 28, 2022

Total 00:00 Paid 00:00 ▲

LOCATION
LINCOLN ELEMENTARY

JOB TYPE
Sped Paraprofessional

DUE
07/30/2022

STATUS


SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:45 AM	11:25 AM	03:40	—
	Break	11:25 AM	11:55 AM	00:30	No
	Work	11:55 AM	03:35 PM	03:40	—

TIMESHEET COMMENT

 Insert Comment

00:00

00:00

Weekly 07/24/2022 - 07/30/2022 (31) Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
LINCOLN ELEMENTARY	Sped Paraprofessional	Time Events	07:25	07:25
Total			07:25	07:25

NAVIGATION

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EMPLOYEE **MOUSE, MIGHTY**

 Submit

 Weekly
07/24/2022 - 07/30/2022 (31)

TOTAL
+ 07:25

PAID
+ 07:25

▼ Expand All

▲ Collapse All

MON July 25, 2022

Total + 07:25 Paid + 07:25 ^

LOCATION **LINCOLN ELEMENTARY** JOB TYPE **Sped Paraprofessional** DUE **07/30/2022** STATUS 

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:45 AM	11:25 AM	03:40	--
	Break	11:25 AM	11:55 AM	00:30	No
	Work	11:55 AM	03:35 PM	03:40	--

TIME EVENTS	Sign In	Sign Out	Total	Paid
Sign In/Out	07:45 AM -- (Actual)	12:00 PM -- (Actual)	+ 04:15	+ 04:15
Account: 01-140-1210-113-018				

TIME EVENTS	Sign In	Sign Out	Total	Paid
Sign In/Out	12:30 PM -- (Actual)	03:40 PM -- (Actual)	+ 03:10	+ 03:10
Account: 01-140-1210-113-018				

TIMESHEET COMMENT

 Insert Comment + 07:25 + 07:25

TUE July 26, 2022

Total 00:00 Paid 00:00 ^

LOCATION **LINCOLN ELEMENTARY** JOB TYPE **Sped Paraprofessional** DUE **07/30/2022** STATUS 

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:45 AM	11:25 AM	03:40	--

NAVIGATION

 Home ReportsEMPLOYEE **MOUSE, MIGHTY** SubmitWeekly
07/24/2022 - 07/30/2022 (31)TOTAL
+ 07:25PAID
+ 07:25 Expand All Collapse All**MON** July 25, 2022

Total + 07:25 Paid + 07:25 ^

LOCATION
LINCOLN ELEMENTARYJOB TYPE
Sped ParaprofessionalDUE
07/30/2022STATUS


SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:45 AM	11:25 AM	03:40	—
	Break	11:25 AM	11:55 AM	00:30	No
	Work	11:55 AM	03:35 PM	03:40	—

TIME EVENTS

Sign In

Sign In/Out

07:45 AM
— (Actual)

Sign In

Sign In/Out

12:30 PM
— (Actual)

TIMESHEET COMMENT

 Insert Comment**Timesheet Status (1 of 2)** **Action:**

Submit Pending/Rejected Timesheets

Select Dates:

- ☒ All Timesheets 
- ☒ 07/25/2022 - Monday (1 timesheet)
- ☒ 07/26/2022 - Tuesday (1 timesheet)
- ☒ 07/27/2022 - Wednesday (1 timesheet)
- ☒ 07/28/2022 - Thursday (1 timesheet)

Cancel

Continue →

TUE July 26, 2022

Total 00:00 Paid 00:00 ^

LOCATION
LINCOLN ELEMENTARYJOB TYPE
Sped ParaprofessionalDUE
07/30/2022STATUS


NAVIGATION



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EMPLOYEE **MOUSE, MIGHTY**

Submit



Weekly

07/24/2022 - 07/30/2022 (31)

TOTAL

+ 07:25

PAID

+ 07:25

Expand All

Collapse All

MON July 25, 2022

Total + 07:25 Paid + 07:25 ^

LOCATION

LINCOLN ELEMENTARY

JOB TYPE

Sped Paraprofessional

DUE

07/30/2022

STATUS



SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:45 AM	11:25 AM	03:40	—
	Break	11:25 AM	11:55 AM	00:30	No
	Work	11:55 AM	03:35 PM	03:40	—

TIME EVENTS

Sign In:

Sign In/Out

07:45 AM

— (Actual)

Sign In:

Sign In/Out

12:30 PM

— (Actual)

TIMESHEET COMMENT

Insert Comment

Timesheet Status (2 of 2) ×**Action:**

Submit Pending/Rejected Timesheets

Comments:☐ I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

Digitally Sign using PIN:

Back

Cancel

Submit Timesheets

TUE July 26, 2022

Total 00:00 Paid 00:00 ^

LOCATION

LINCOLN ELEMENTARY

JOB TYPE

Sped Paraprofessional

DUE

07/30/2022

STATUS



SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:45 AM	11:25 AM	03:40	—

Public School Works Trainings

- The district requires that all employees complete the Public School Works online training annually.
- The training modules allow you to work at your own pace, and covers topics such as blood borne pathogens, sexual harassment, discrimination, confidentiality, and related topics.
- Computers are available for you to use at the Central Administration Building
- Notifications are emailed out by the PSW system to remind you of upcoming due dates, and also past due trainings

Our goal is to provide information for the safety of students and you

Public School Works Training

Online Training Videos - Public School Works

An email will come from GCSD1 - Annual Staff Training do-not-reply-oocij2@publicschoolworks.com

If you would like to complete this training in person at the Central Administration building, please schedule a time with Holly Lara at 307-532-2171, option #5.

New Employees: 30 days from completed payroll paperwork.



STAFF

- [Canvas](#)
- [ClassLink](#)
- [GCSD Smart Start School Operations Plan & Covid-19 Resources](#)
- [Elementary Guidebook ELS](#)
- [Forms](#)
- [Frontline \(Aesop\)](#)
- [Goshen County SD #1 Curriculum Department Event](#)
- [Office 365](#)
- [Payroll Forms](#)
- [PowerSchool Administrator Portal](#)
- [PowerTeacher](#)
- [PTSB Credits](#)
- [Public School Works](#)
- [Staff Email](#)
- [Staff Handbook](#)
- [Wyoming Activities Association](#)
- [Wyoming Department Of Education](#)

Canvas



ClassLink



GCSD Smart Start School
Operations Plan & Covid-19
Resources



Elementary Guidebook ELS



Forms



Frontline (Aesop)



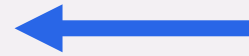
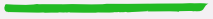
Office 365



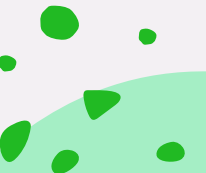
Payroll Forms



Annual Training for all Employees



District email / Microsoft
2 factor authorization



Your Course List

Below are the courses in which you are currently enrolled and have not yet completed.

[Click here](#) to view training completion status GRAPHS.

MY PROGRESS

STAFF PROGRESS

Period

Personal Completion Status (Rated Minutes) ?

Current Active Training

Current School Year To Date

Menu

- Your Course List
- Your Transcript
- Your Login Info
- Available Courses
- Reports
- Assignments
- Courses
- Key People
- Users
- Transcript Manager
- System Settings

Current Training

Sorting

Start ▶

Adult Sexual Misconduct

35 minutes

Due Date: 12-31-22

Why Listed: Assigned

Languages: English

Start ▶

Bloodborne Pathogens for School Employees — Full / Refresher

30 minutes

Due Date: 12-31-22

Why Listed: Assigned

Languages: English | Spanish

Start ▶

Board Policies

10 minutes

Due Date: 12-31-22

Why Listed: Assigned

Languages: English

Start ▶

Child Abuse Prevention

45 minutes

Due Date: 12-31-22

Why Listed: Assigned

Languages: English | Spanish

Policies

All District policies are located on the Goshen County School website.

https://www.goshen1.org/district_offices/employment_resources.php#outer-1479

Personnel Policies are the 4000 series.

District Dress Code

-
- Business Casual
 - ❖ No blue jeans
 - ❖ Colored jeans acceptable
 - ❖ No shorts
 - ❖ Collared shirts

 - Blue jeans may be worn on an out of classroom activity that has a strong potential to soil or damage clothing

- Employees who have worked for the district at least 12 months and who have worked at least 1,250 hours during the 12-month period immediately preceding commencement of leave are eligible for FMLA.
- Entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons
 - Continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave
 - Employee must be restored to original job or to an equivalent job with equivalent pay, benefits, and other term and conditions of employment
- Notify building supervisor and HR of any period of incapacity requiring absence from work, school or other regular daily activities, of more than three (3) calendar days that involves
 - Inpatient hospital care or continuing treatment by a health care provider
 - A condition requiring continuing treatment by a health care provider, e.g., birth of child
 - **Does not include minor illnesses or health concerns that do not involve hospitalization**
- For additional information: <http://www.wagehour.dol.gov> or call 1-866-487-9243
- GCSD#1 District Policy #4152/4252

FMLA - how/when to notify

What is Title IX ? / How do I report an incident?

- Title IX protects any person, including ALL students and employees, from sexual harassment and applies to *all* students in the United States and across *all* grade levels
- The purpose of reporting is to provide support & options and limit the effects of the harassment
 - Any GCSD#1 employee who receives a complaint of sexual harassment or sexual violence are REQUIRED to report complaints to the Title IX Coordinator
 - Any person, including a third party, may report to a Title IX Coordinator in person, by email, phone, or mail – INCLUDING NON-BUSINESS HOURS
 - The employee must report the name of the parties involved and all pertinent information
- GCSD#1 employee policies and procedures may govern reporting and investigations of reports where an employee is the complainant and/or respondent. See Sexual Discrimination/Harassment, Policy #4119.5/4219 and Non-Discrimination and Anti-Harassment Procedure Policy #4300

Professional Development / Training Opportunities

Mr. Kevin Derby, Director of Curriculum and Instruction

Ext. 2112

Ms. Trina Nichol, Director of Special Education

Ext. 2222

Call the Central Administration Offices – 307.532.2171

Professional development opportunities posted in Frontline.

Employee Payroll Paperwork

Your attention Needed:

Complete Online:

- **Enroll or waive health insurance**
 - **Deadline - 30 Days**

- **Enroll in \$15,000 District paid life insurance**
 - **Deadline - 30 Days**

- **Complete Beneficiaries for Wyoming Retirement**
 - **Will be sent an email registration for their site**

- **Set up username and password for Frontline (Absences/Timesheet Program).**

Questions?

Holly Lara – Human Resources/Public Relations 307.532.2171 ext. 3116

hlara@goshen1.org

Nashell Roth – Human Resources Generalist 307.532.2171 Ext. 1315

nroth@goshen1.org

Or 307.532.2171, option 5