Human Resources FAQs

Welcome to BCSD! This guide provides quick answers to common Human Resources questions. For detailed instructions, select the resource links provided.

📅 Leave

How do I earn and use leave?

Annual Leave

12-month employees (239-days) earn:

- Less than 15 years – **1 day/month**
- 15–20 years – **1.3 days/month**
- More than 20 years – **1.5 days/month**

Sick Leave & Sick Leave Transfer

- Employees **earn 1¼ days of sick leave** for each completed **month** of employment.
- Sick leave transfers require a **completed transfer form** submitted to **Payroll.**
  - 🔗 Download the Sick Leave Transfer Form

Personal Leave

- Employees receive **5 personal days** of accumulated sick for personnel leave.

Bereavement Leave

- Up to **3 days** for the death of an immediate family member.
  - 🔗 Review the BCSD Employee Handbook

Questions? 📧 Payroll@bcsdk12.net | 📞 478-765-8529

How do I request FMLA?

- Request FMLA and **submit medical documentation through eFMLA.**
  - 🔗 Learn About FMLA Requirements
  - 🔗 Access the eFMLA Portal

Questions? 📧 Teri.McMann@bcsdk12.net | 📞 478.765.8562

💚 Benefits & Wellness

Where can I view my benefits?

- **Health, dental, vision & life insurance:**
  - 🔗 Access the State Health Benefits Portal
- **Benefits forms:**
  - 🔗 View BCSD Benefits Forms & Information

Questions? 📧 Carolyn.Robinson@bcsdk12.net | 📞 478.765.8574

Where can I access wellness resources?

- **Employee Assistance Program (EAP):**
  - 🔗 Learn About the Employee Assistance Program

Questions? 🔗 Southern Behavioral Services | 📞 478.765.1464

🎓 Certification

How do I manage my certification?

- **Upgrade, add a field or renew your certificate:**
  - 🔗 Access your MyPSC Account
  - 🔗 Review GaPSC Certification FAQs
- **Submit certification documents:**
  - 🔗 Securely Upload Certification Documents

Questions? 📧 Melanie.Brown@bcsdk12.net | 📞 478.765.8565

How can I access paraprofessional requirements?

- 🔗 View Paraprofessional Requirements & Assessment Information

Questions? 📧 Josquitta.Finney@bcsdk12.net | 📞 478.765.8571

👤 Employment

How do I update my employment information?

- **Obtain proof of employment and/or income:**
  - 🔗 View the Employment Verification Process
  - 🔗 Request Employment Verification Through Verifent
- **Submit previous experience verification:**
  - 📧 Email documents to 📧 Compensation@bcsdk12.net
- **Change your name or address:**
  - 🔗 Download the Name & Address Change Form
- **Resign or retire:**
  - 🔗 Submit the electronic Resignation/Retirement Form Through PowerSchool

How do I complete fingerprinting and obtain my name badge?

Fingerprinting

- Complete new hire paperwork and **schedule your fingerprinting appointment online.**
  - 🔗 Schedule your Fingerprint Appointment
- Bring your **photo ID and Social Security card.**
- **Fingerprinting Fee: $60**

Name Badges

- Badge photos are taken during fingerprinting and delivered to your school/department.
- **Replacement Badges: $11, Badge Holder: $5**
  - 🔗 Request a Replacement Badge

Questions? 📧 Rebecca.Davis@bcsdk12.net | 📞 478.765.8564

💵 Payroll & Employee Self Service

Where can I find payroll information?

- **Employee Self Service (ESS)** allows you to **View Pay Stubs, Access W-2s, Review Salary Information.**
  - 🔗 Log in to Employee Self Service (ESS)
- **Access Payroll & Tax Forms:**
  - 🔗 Download Direct Deposit, W-4, and G-4 Forms

Questions? 📧 Payroll@bcsdk12.net | 📞 478.765.8529

💻 Technology & District Resources

Where can I access district systems and resources?

- **PowerSchool Records & Perform:**
  🔗 Log in to PowerSchool
- **Frontline Substitute Management:**
  🔗 Log in to Frontline
- **Employee Calendars:**
  🔗 View Employee & District Calendars
- **Policies & Regulations** (Simbli):
  🔗 View BCSD Policies & Regulations

How can I get technology support?

- Contact the **IT Helpdesk** for assistance with your email, computer, or other district-issued devices.

Questions? 🔗 Submit an IT Helpdesk Ticket 📞 478.765.8659

🛡️ Workers' Compensation

Where can I find Workers' Compensation information?

- **Report all work-related injuries to your supervisor immediately.**
- If medical attention is needed, use a provider from the district's approved physician panel.

Questions? 📧 Fracia.Harden@bcsdk12.net | 📞 478.765.8547

💬 Need More Assistance?

Visit the **Human Resources website** or **Human Resources SharePoint** for additional forms, guides, and resources.

🔗 Visit the Human Resources Website | 📞 478.765.8560

🏠 Access the HR SharePoint Onboarding Hub