

AAPS New Hire Orientation

Human Resources & Employee Relations
2026-2027 School Year



Who's Who in HR



Shonta Langford
Asst. Superintendent



Kia Hagens
Director



Jaye Peterson
Director



HR Team



**Joumana
Kadri**



**Kenya
Glover**



**Jamie
Moore**



**Arthur
Goldston**



**Michelle
Klein**



**Stephanie
Rieder**

Getting to Know You!



Hourly Employees

Noon Hour / Lifeguard/ Rec & Ed *(Free to go at morning break)*

Tutor/Reading Assistant/ EL Instructor *(Free to go after morning but must complete Tech Training in person or via zoom).*

Child Care */(need to stay for AESOP may need benefits if they have 10 shifts)*

Contractual/Pay Spread

Teacher / Counselor / Nurse / Social Worker / OT / BCBA / Principal / SLP / Instructional Administrator etc.

Office Professional /Teacher Clerk (OP)/ Teacher Assistant / Non Instructional Administrator / Class 09 / Technology etc.

Reminder

Fingerprint Clearance Required

- ▷ You **cannot begin working in the building** until your fingerprints are cleared.
- ▷ HR will notify you once you are approved to start.
- ▷ Please wait for HR's notification before reporting to work.

How to Reach HR

- Who's Who gives lates breakdown
- Call to schedule an appointment with your HR Rep at Earhart Administration
- Drop a note to our HR_Info@aaps.k12.mi.us
- Watch for our other General boxes HR_xxxx
- HR Roadshows & Virtual Lobby
- AAPS Website

General Email Boxes

hr_benefits@aaps.k12.mi.us

hr_cbc@aaps.k12.mi.us

hr_aesop@aaps.k12.mi.us

hr_leaves@aaps.k12.mi.us

hr_voe@aaps.k12.mi.us

hr_wc@aaps.k12.mi.us

hr_specialholidayrequests@aaps.k12.mi.us

hr_loanforgiveness@aaps.k12.mi.us

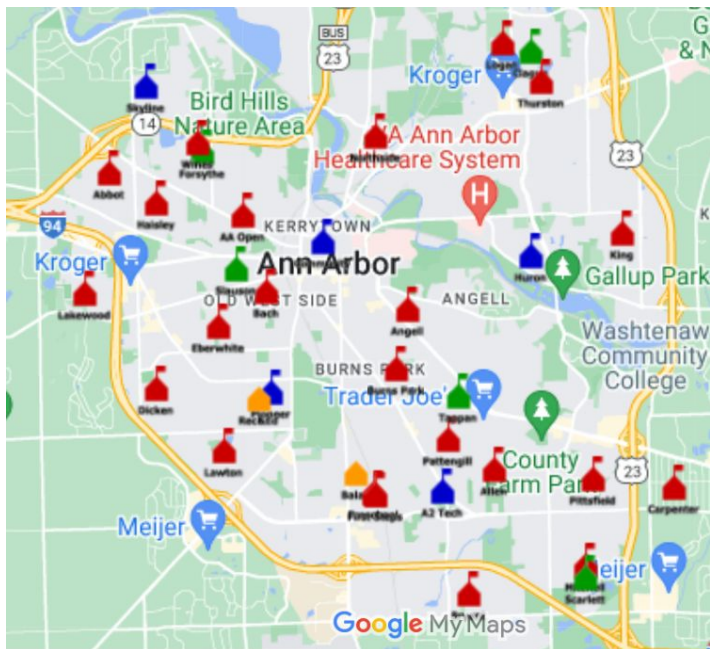
Agenda



8:30 - 8:40 AM	AAPS Welcome & Values
8:40 - 9:30 AM	HR Overview
9:30 - 9:45 AM	Payroll & Retirement
9:45 - 9:55 AM	Break
9:55 - 10:15 AM	AESOP
10:15 - 10:30 AM	Benefits
10:30 - 11:00 AM	AAEA Overview
11:00 - 12:00 PM	Lunch
12:00 - 1:30 PM	ITD Training
1:30-2:30 PM	OSE Training

Welcome to AAPS

ANN ARBOR PUBLIC SCHOOLS
LEAD. CARE. INSPIRE.



A COMMUNITY OF SCHOOLS, A WORLD OF OPTIONS

- Preschool & Family Center
- Young 5s Programs
- Tuition Preschool
- **19** Elementary Schools
- **2** K-8 Schools (A2STEAM & AA Open)
- **5** Middle Schools
- **5** High Schools
- **2** Alternative High Schools
- International Baccalaureate (IB) Corridor

17,000 Students

1,400+ Teachers

2,700+ Employees

2026-2027 BOE Welcome

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Board of Education

ANN ARBOR PUBLIC SCHOOLS
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Susan
SCHMIDT



Steven
NORTON



Rima
MOHAMMAD



Torchio
FEASTER



Susan
BASKETT



Leslie
WILKINS



Glynda
WILKS

2026-2027 Superintendent Welcome

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Welcome to the 2026-27 School Year

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Superintendent Message

AAPS Website Tour

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www.a2schools.org



Click on
Board of
Education

AAPS Policy & Procedures

[BOE Website](#)

As an employee you are expected to abide by district policies and procedures which are driven by district, state and federal laws, rules and policy.

Reference Documents

1. Policies & Regulations of the Board of Education

- All AAPS employees are required to abide by this document
- Copies may be found on a2schools.org

2. Union Master Agreement also known as CBA

- Written, mutually agreed upon document outlining wages, hours, and working conditions for employees
- Unique to each union group

 Search Active Policies

Book: [AAPS Policies & Regulations](#)

Featured

★ **1310**
Public Commentary and Feedback

★ **5010**
Non-Discrimination

★ **5050**
Graduation Requirements

1000: Bylaws	+
2000: Administration	+
3000: Finance	+
4000: Human Resources	+
5000: Student	+
6000: Instruction	+
7000: Communications	+
8000: Environmental Sustainability	+
9000: State-Mandated Policies	+

AAPS Website Tour

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www.a2schools.org

Click on
Departments



HR & Employee Relations

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About AAPS Teaching & Learning Students & Families Community Superintendent Board of Education Departments



Teaching & Learning

Office of Special Education

School Leadership

Office of Superintendent

Athletics & Co-Curriculars

Physical Properties & Capital Programs

Communications

Rec & Ed

Environmental Sustainability

Student Accounting & Enrollment

Finance & Operations

Technology

Food Service

Transportation

Human Resources & Employee Relations

Click on
HR & ER

HR & Employee Relations

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HR Homepage

HOME > DEPARTMENTS > HUMAN RESOURCES & EMPLOYEE RELATIONS

Job Postings

Benefits +

Employee Contracts &
Calendars

Mandatory Reporting |
Harassment

School Safety Law |
Fingerprinting

Teacher Certification |
Degree Changes

Family Medical Leave Act
(FMLA) | Leaves of Absence

Workers' Compensation

Human Resources & Employee Relations



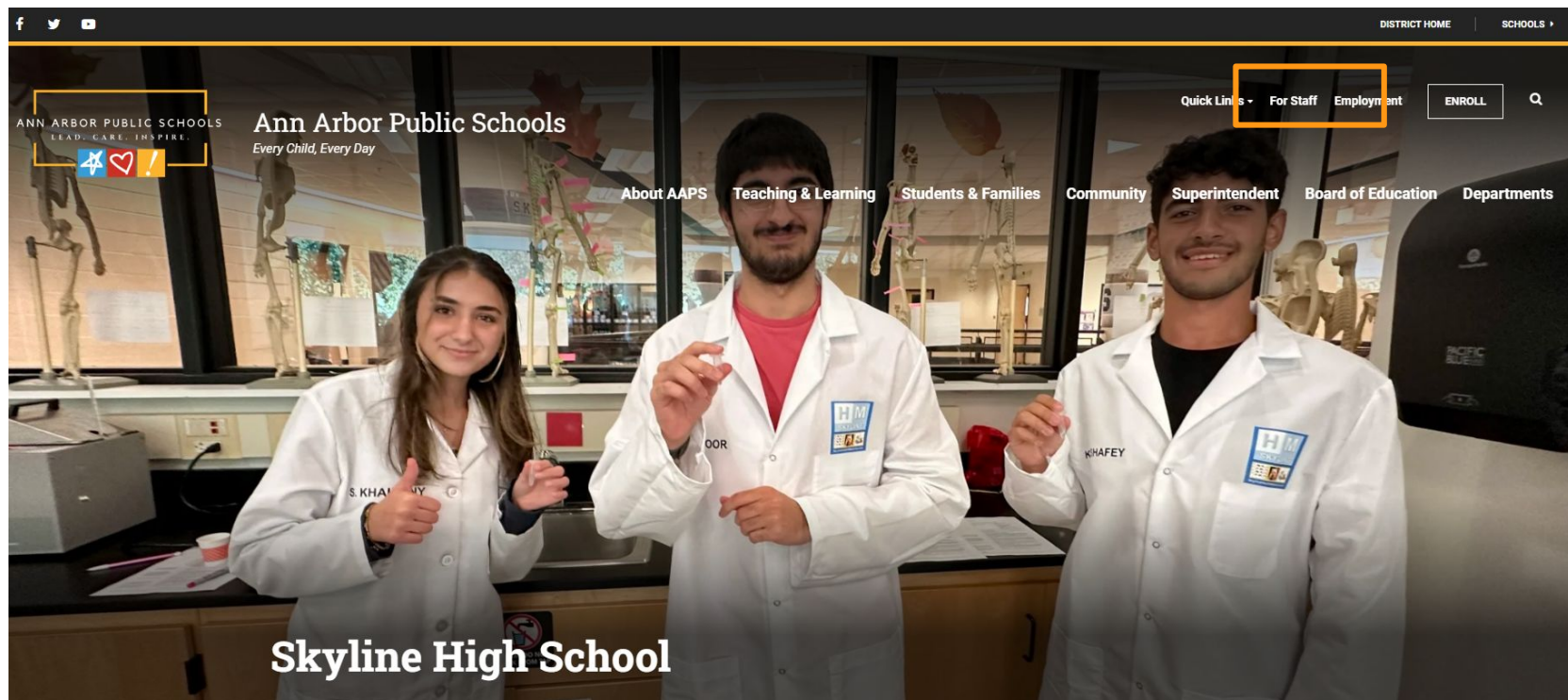
Who's Who
New Hire Orientation
Presentation
Benefits
Contracts & Calendars
FMLA
Leaves/Workers' Comp
Board Policies

For Staff

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Found in the header of any page



Staff Resources Page

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HOME > STAFF HOME

Forms for Staff

SLOs

Climate Survey

Staff Home

Online Resources and Programs

[Schoology](#)

[Employee Navigator](#) (replaces bswift)

[Biscom](#)

[Frontline](#) (formerly) AESOP

[Atlas Rubicon](#)

[Clever](#)

[Google Apps](#)

[Incident IQ Help Desk](#)

[PowerSchool Professional](#)

[Learning](#) (Replaces KALPA)

[MyVRSpot](#)

[New World Employee \(eSuite\) Portal](#)

[New World](#)

[NWEA](#)

[PowerSchool](#)

[PowerTeacher](#)

[PowerSchool Enrollment](#) (formerly
[InfoSnap](#))

[PowerSchool Enrollment](#) (InfoSnap)
for School Staff

[PowerSchool Special Programs](#)
(formerly TieNet)

[SchoolMessenger](#)

[EAI Evaluation](#) (formerly Standard for
[Success](#))

[Trip Tracker](#)

Employee Handbook

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- Designed to provide information necessary to perform your duties as an AAPS employee
- Provides information about organization structure, policies, and practices
- Not considered all-inclusive, but is to be used as a guide



Employee Handbook

Ann Arbor Public Schools
Human Resources and Employee Relations



Employee Handbook Highlights

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AAPS creates a world class system of innovative teaching and learning. We expect that all employees will:

- Present yourself neatly and cleanly
- Understand your job description
- Follow instructions
- Work to the best of your ability
- Be honest, punctual, and respectful to others
- Follow health and safety regulation
- Follow company procedures

Code of Conduct

All employees are expected to treat each other in a manner that is professional and respectful at all times.

Harassment and discrimination will not be tolerated and will be investigated following the complaint procedures outline in the Employee Handbook

Mandatory Reporting:

Taking Care of our Students



Each professional staff member employed by the District who has reasonable cause to suspect child abuse or neglect **shall be responsible for reporting immediately every case**, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

You must both report to Michigan Department of Health and Human Services within 72 hours (includes weekends and holidays) and to the person in charge of the school.

Professional Staff includes

- *Social Workers and Counselors*
- *School Nurses*
- *Child Care Providers*
- *School Administrators and Teachers*
- *Occupational Therapists and Physical Therapists*



**When in Doubt,
Report it Out.**

HR: “Turning alphabet soup into plain English”

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*If acronyms were calories,
HR would be full by 9 a.m.*

**HR: Where alphabet soup
meets real-world decisions.**

HR Acronyms & Legal Requirements



Alphabet Soup

FERPA Federal Educational Rights and Privacy Act

HIPAA Health Insurance Portability and Accountability Act

ADA Americans with Disabilities Act



Labor Laws & Leaves

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Labor Laws & Leaves

FMLA (Family Medical Leave Act)

- Federal law grants **up to 12 weeks** (on consecutive or intermittent basis) of a **job protected, unpaid leave** during a 12-month period for the following reasons:
 - Birth or Adoption of a child
 - Physical or Mental disability
 - To Care for Immediate Family Member
 - To Care for a Covered Service Member
- To qualify for FMLA an employee must have worked 1 year (1,250 hours)

ESTA (Earned Sick Time Act)

- Michigan law that requires most employers to provide sick leave.
- AAPS Contracts already provide sick days over and above requirements under ESTA
- Applies primarily to hourly employees; payroll will discuss further

** Federal and State Leave options run concurrently with your contractual benefits*

Have questions?

hr_leaves@aaps.k12.mi.us

Authority for Treatment Form



Date of Injury:	School/BUILDING OF INJURY:
Address of Building:	
City/State/Zip:	
Area of Building where injury occurred:	
Employee Name:	BIRTHDATE:
Employee Address:	
City/State/Zip/COUNTY:	
Personal Phone:	WORK PHONE:

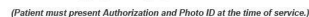
GENDER: _____ OCCUPATION: _____

Describe the sequence of events leading to and resulting in the injury. Include what employee was doing, how the injury occurred, equipment involved, conditions. Continue on back or attach additional sheets if necessary.

Did you seek treatment at Michigan Urgent Care?	Yes	No
Part(s) of body injured (include left, right):		

Witness information, continue on back or attach additional sheet if necessary:

Name:	Phone:
Additional Comments – Continue on back if needed:	



Patient Name: _____ Social Security Number: _____

Employer: _____ Date of Birth: _____

Street Address: _____ Location Number: _____

Temporary Staffing Agency: _____

Work Related

☐ Injury ☐ Illness

Date of Injury _____

Substance Abuse Testing* (check all that apply)

☐ Regulated drug screen ☐ Breath alcohol

☐ Collection only ☐ Hair collect

☐ Non-regulated drug screen ☐ Rapid drug screen

☐ Other _____

Type of Substance Abuse Testing

☐ Preplacement ☐ Reasonable cause

☐ Post-accident ☐ Random

☐ Follow-up

Physical Examination

☐ Preplacement ☐ Baseline ☐ Annual ☐ Exit

DOT Physical Examination

☐ Preplacement ☐ Recertification

Special Examination

☐ Asbestos ☐ Respirator ☐ Audiogram

☐ Human Performance Evaluation*

☐ HAZMAT ☐ Medical Surveillance

☐ Other _____

Billing (check if applicable)

☐ Employee to pay charges

★ Due to the nature of these specific services, only the patient and staff are allowed in the testing/treatment area. Please alert your employee so that they can make arrangements for children or others that might otherwise be accompanying them to the medical center.

Authorized by: _____ Title: _____
Please print
Phone: _____ Date: _____

Concentra now offers urgent care services for non-work related illness and injury. We accept many insurance plans.
(Copies of this form are available at www.concentra.com)

Workers Compensation in Michigan

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Michigan Workers' Disability Compensation Act

Provides wage replacement and medical benefits for employees injured or ill due to job-related activity



How / Where to Report

- Injury must be reported to HR within 3 days of event
- Injury report must be provided to HR following injury regardless of whether medical treatment was sought
- Must complete Authority for Treatment form
- Must go to District workers' comp medical provider (Concentra-any location)

Stipulations

- Wages calculated using 80% of after-tax earnings, based on highest 39 of 52 weeks prior to injury or illness
- Benefits paid based on length of disability, for as long as disability exists

1-5 Days Disability

- Injury/illness related medical bills paid
- Must use sick/annual time
- Must use county- authorized medical provider

5+ Days Disability

- Compensation begins 8th day after approved injury
- May use own doctor after 28 days with notice to Benefits Administration

Have questions?

hr_WC@aaps.k12.mi.us

Evaluations

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- Performance reviews are intended to promote honest communication between employees and supervisors, and to provide employees guidance regarding:
 - Job Performance
 - Performance Improvement steps, including Performance Plan
 - Promotional Capabilities, Career Opportunities
- Formal reviews are conducted by supervisors in addition to ongoing mentoring, supervision, and counseling
- Evaluation Model
 - Teachers - Evaluation Educator Growth formerly Standards for Success (with Danielson Rubric)
 - Other Groups - Refer to your Master Agreement for Tool & Timelines



Professional Development/Learning

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For All Employees

- Going hand in hand with evaluation - AAPS offers a robust offering of professional development opportunities
 - Watch your email for PD offerings unique to your group
- Watch Schoology announcements page
- Sign up as outlined in the messages you receive



MDE Requirements for PD



For Teachers

- **Mentor Program**

- New to Teaching - **must participate in mentor program for 3 years** (MDE required)
- Admin will assign Mentor
- Mentor Meetings, Program Information sent via email
- **New to AAPS** but not new to teaching may also participate for 1 year (optional)

- **Professional Development - New Teacher Path**

- New to Teaching - must complete **additional 90 hours of PD** over 3 years
- Can be AAPS or Out of District PD
- We use **Professional Learning** to record PD - watch **SCHOOLOGY**

- **Professional Development - All Teachers**

- AAPS is required to offer a minimum of 30 hours or 5 days of PD each school year
- Refer to the Teacher Meeting Schedule for Wednesday meeting details

Employee WellBeing

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care✓solace.

caresolace.com/aaps

Care Solace is a completely confidential and free Mental Health Care Coordination Service that connects you to mental health and substance abuse services. Find the help you need for depression, anxiety, stress, and more.

- Offers 24/7/365 support, including holidays and weekends, in over 200+ languages. A dedicated Care Companion will help you every step of the way
- Call 888-515-0595
- Visit caresolace.com/aaps



Community Recreation & Education

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We've made registering for your free class easy and convenient! First, choose which class or activity you'd like to participate in.

Next, download the AAPS Staff Pass, which is a quick fillable Word document.

You can scan and email the completed form to registration@aaps.k12.mi.us, send a paper copy via school mail to Rec & Ed @ Pioneer, or drop it off at our office. Please note that the BOE fee waiver can only be used by the employee only, not by family members.

AAPS Rec & Ed
Offers Free Staff
Pass to
Employees



Community Education & Recreation

Where Community Comes Together

Payroll

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AAPS Payroll and Finance Guide

- General Info
- Timesheets
- Payment
- HR Portal
- Direct Deposit
- Retirement

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AAPS Payroll and Finance Guide:

- New Hires
- Returning Employees
- Payment Processes
- General Retirement Info
- Contact Information



Payroll continued

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- All employees are paid on **contract spread** or **hourly basis**
- Paydays are **biweekly** paid on **Friday** to **direct deposit only**
- **Contract Employees**
 - Grade/Step was confirmed upon hire, defines annual pay amount
 - 2 salary spread options
 - Year round (spread pay)
 - School year only
 - Refer to Salary Schedule for more
- **Hourly Employees & Hourly Work**
 - Refer to pay schedule on a2schools.org
 - Hours must be submitted **on Timesheets to Building OP**
 - **OR** via TimeClock Plus (TCP)



Payroll Inquiries:
finpayroll@aaps.k12.mi.us

Timesheets: Paper

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- For
 - Straight Hourly Employees
 - Approved Hourly work done by contracted employees
- Memorize your
 - Employee ID
 - Hourly Rate
- **Must Be**
 - Signed, dated
 - Approved by administrator

ANN ARBOR PUBLIC SCHOOLS								HOURLY EMPLOYEE TIME SHEET		
FULL NAME (PRINT ONLY): _____								WK. ENDING: _____		
EMPLOYEE ID (SIX DIGITS): _____								WORK SITE: _____		
DATES WORKED:										
JOB NUMBER	SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	TOTAL HOURS	PAY RATE	AMOUNT
G/L ACCOUNT CODE: _____										
JOB/PROJECT TITLE: _____										
EMPLOYEE SIGNATURE _____								APPROVER NAME (PRINT ONLY) _____		
DEPARTMENT _____								APPROVER SIGNATURE _____		

SCAN TO PAYROLL FIRST, THEN MAIL SIGNED ORIGINALS TO PAYROLL DEPT.

Timesheets: Electronic

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- HOURLY employees and SOME jobs are submitted through our new electronic timekeeping system: Time Clock Plus or TCP-i.e. *Noon Hour Supervisor*
- Instructions will be provided **IF** you fall in this category, from your Building OP.
- Employee Login is always:
 - User: Employee ID
 - PIN: LAST 4 digits of SSN
- Time **MUST** be approved
- Your location/department **MUST** inform us when you need to be added.
- **NOT used for: Attendance/Leave/Sick**
- Entries are JOB SPECIFIC; not interchangeable!

tcp | TimeClock Plus®



8/2/2025
02:36:50 PM

Select Company

ID Number



Employee Credentials

2026-27 Hourly Payroll Schedule

2026 - 2027 PAYROLL SCHEDULE		
PAY DATE	WORK DATES 2 WEEK PAY PERIOD (FROM - TO)	
July 24, 2026	June 28	- July 11
August 7, 2026	July 12	- July 25
August 21, 2026	July 26	- August 8
September 4, 2026	August 9	- August 22
September 18, 2026	August 23	- September 5
October 2, 2026	September 6	- September 19
October 16, 2026	September 20	- October 3
October 30, 2026	October 4	- October 17
November 13, 2026	October 18	- October 31
November 27, 2026	November 1	- November 14
December 11, 2026	November 15	- November 28
December 24, 2026	November 29	- December 12
January 8, 2027	December 13	- December 26
January 22, 2027	December 27	- January 9
February 5, 2027	January 10	- January 23
February 19, 2027	January 24	- February 6
March 5, 2027	February 7	- February 20
March 19, 2027	February 21	- March 6
April 2, 2027	March 7	- March 20
April 16, 2027	March 21	- April 3
April 30, 2027	April 4	- April 17
May 14, 2027	April 18	- May 1
May 28, 2027	May 2	- May 15
June 11, 2027	May 16	- May 29
June 25, 2027	May 30	- June 12
July 9, 2027	June 13	- June 26
July 23, 2027	June 27	- July 10
August 6, 2027	July 11	- July 24
August 20, 2027	July 25	- August 7
AAPS PAYROLL DEPARTMENT Phone: 734-994-2256 Email: finpayroll@aaps.k12.mi.us		

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eSuite (New World)

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- **Login after 1st Check**

- Self made
username/password

- **Can't do**

- Direct Deposit

- **Can do**

- W2s
- Paystubs
- Address/Phone
Number/Name Change

The screenshot shows the 'Ann Arbor Public Schools HR Portal' login page. At the top, it says 'Powered by Tyler Technologies'. The main heading is 'Employee Login'. Below this, a message states: 'Employees may log into the Human Resources portal using the form below.' There are two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember me next time.' and a blue 'LOGIN' button. Underneath the login section, there are three links for users who need assistance: 'Need a login?' with a sub-link 'Activate Your Account', 'Forgot Username?' with a sub-link 'Retrieve Username', and 'Forgot password?' with a sub-link 'Reset Password'. Each link is preceded by a brief explanation of the issue. The footer of the page contains the copyright notice '© 2019 Ann Arbor'.

Direct Deposit/W4 Tax Changes



- All employees are paid via Direct Deposit
- Direct Deposit cannot be changed digitally
 - **In person (by appointment ONLY)**
- Employee ID, DOB and Last 4 of SSN **will be asked** every time for requested payroll changes or information.
- Family members cannot talk to AAPS about an employee's pay without **explicit written, signed consent** from the employee
- Tax withholding changes require completed form(s) AND **phone verification appointment for identification**

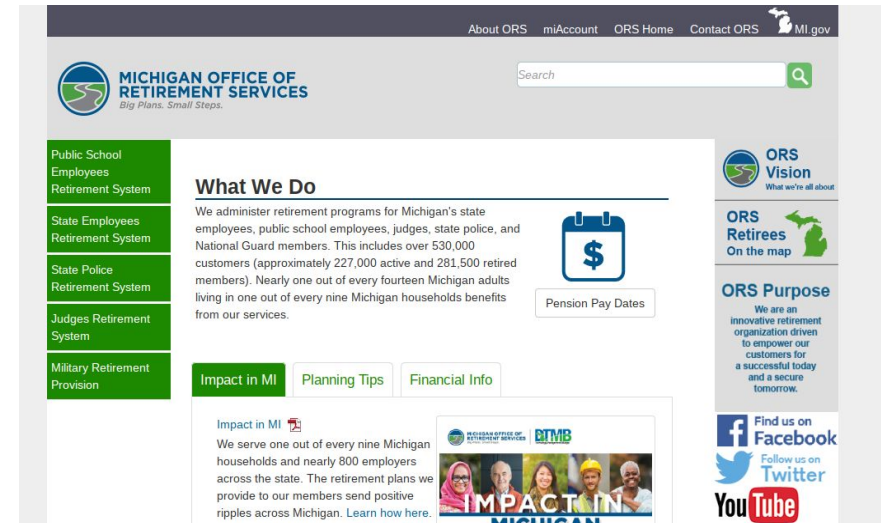
Office of Retirement Services (ORS)

(mandatory state retirement contributions)

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- 75 **Calendar Days** -AFTER your first pay to enroll in a Retirement Plan for employees **new** to a school district
 - Choose or it **WILL DEFAULT** to the Pension Plus 2 Plan (*if hired after 7/1/24*)
 - DC plan **MUST** be elected during window
- Those with existing plans will stay in that plan
- pickmiplan.org for assistance



Voluntary Retirement Option



The Opportunity

ALL AAPS employees have the opportunity to participate in 403(b) and 457(b) Retirement Plans

How Can I Participate:

If you are already enrolled in the plan and wish to do so, please complete the following steps

1. Select an investment provider from the approved provider list
2. Meet with a representative directly, or with a financial advisor
3. Enroll in an approved plan
4. Complete a Salary Reduction Agreement online through “Retirement Manager”
 - a. <https://www.corebridgefinancial.com/rs/myretirementmanager>
5. NOTE: This deduction will continue until YOU change it;
 - a. Payroll **DOES NOT** manage these accounts for you
 - b. You may increase or decrease contributions, stop them or change providers any time
 - c. You may enroll in a new plan at any time

How Much Can I Contribute?

Per the IRS: MAX of \$24,500 for 2026. There are “catch up” options (possible additional \$8,000) for employees OVER 50 years of age.

The amount individuals can contribute to their 403(b) or 457 (b) plans in 2026 have increased to \$24,500 - up from \$23,500 in 2025. The income ranges for determining eligibility to make deductible contributions to traditional IRAs, contribute to Roth IRAs, and claim the Saver’s Credit will also all increase for 2026.

Key Takeaways

Some Friendly Reminders

- Create all relevant account logins
 - Check your AAPS email for sign up links
- Bookmark [Contracts & Calendar](#) page
- Explore [Rec & Ed](#) and [EAP services](#)
- Importance of [Mandated Reporting](#)
- Set a 75-calendar day reminder to enroll in an ORS retirement saving plan
- Create [eSuite/New World](#) account after first paycheck
- Review your pay stubs regularly

Please note:

Key Cards & IDs ordered
from your building
administrator



Questions & Feedback

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Hourly

Noon Hour / Tutor / Lifeguard / Hourly
Teacher Clerk etc.

Certified

Teacher / Counselor / Nurse / Social Worker /
OT / BCBA / Principal / SLP / Instructional
Administrator etc.

Not Certified

Office Professional / Teacher Assistant / Child
Care / Rec & Ed / Non Instructional
Administrator / Class 09 / Technology etc.



AESOP/Frontline:

Absence Management



Kenya Glover

Absence management system administrator for AAPS

hr_aesop@aaps.k12.mi.us

AESOP/Frontline:

Absence Management

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Use the links
found on the
[Staff
Resources](#)
page on
a2schools.org

Ann Arbor Public Schools
Every Child, Every Day

Quick Links For Staff Employment ENROLL

About AAPS Teaching & Learning Students & Families Community Superintendent Board of Education Departments

Ann Arbor Public Schools
Every Child, Every Day

Quick Links For

About AAPS Teaching & Learning Students & Families Community Superintendent

Staff Home

Resource

Schoology
bswift
Biscom
Frontline (formerly) AESOP
Atlas Publiccom
Clever
Google Apps
Incident IQ Help Desk
PowerSchool Professional

Schoology Instructions for Substitute teachers

AESOP/Frontline:

Absence Management

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[← Return to Home Page](#)



Which application would you like to sign in to?

SEARCH

Filter by: [ALL](#) [CENTRAL](#) [ABSENCE & TIME](#) [PROFESSIONAL GROWTH](#) [SPECIAL ED & INTERVENTIONS](#)



550+

Online Courses

GIVE YOUR TEACHERS VOICE & CHOICE →

Absence & Time



Absence Management
(formerly Aesop)

Sign In →

Absence & Time



Absence Management for Administrators
(formerly Aesop Navigator)

Sign In →

Absence & Time



Time & Attendance
(formerly VeriTime)

Sign In →

Absence & Time



Substitute Training Course Library
(formerly EdTrainingCenter)

Sign In →

Professional



PD & Evaluation
(formerly MLPPDMS and MLPOASYS)

Sign In →

AESOP/Frontline:

Absence Management

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Absence Management

Formerly Aesop

Sign In

ID or Username

PIN or Password

Sign In

[Forgot ID or Username](#) | [Forgot PIN or Password](#)



Having trouble signing in?

[Click here for more information](#)

[Or Sign In with Organization SSO](#)



550+

Online Courses

GIVE YOUR TEACHERS VOICE & CHOICE →

AESOP/ Frontline: Absence Management

October 2020

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

November 2020

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					

December 2020

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		

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

October 2020

SUN	MON	TUE	WED	THU	FRI	SAT
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

Substitute Required

Yes

Absence Reason

Select One

Time

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

Full Day

08:10 AM to 03:13 PM

Notes to Administrator

(not viewable by Substitute)

Notes to Substitute

Helpful Hint:

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

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Schoology Instructions for Sub Teachers.pdf

Schoology Instructions

Cancel

Create Absence & Assign Sub

Create Absence

AESOP/Frontline:

Absence Management

ANN ARBOR PUBLIC SCHOOLS
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Create Absence 0 Scheduled Absences 0 Past Absences 0 Denied Absences

Please select a date Need more options? Advanced Mode

October 2020

SUN	MON	TUE	WED	THU	FRI	SAT
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

Substitute Required ☒ Yes ☐ No

Absence Reason Select One

Time
Please enter a valid time range using the HH:MM AM format.
Full Day to 08:10 AM to 03:13 PM

Notes to Administrator
(not viewable by Substitute)

Notes to Substitute

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

DRAG AND DROP FILES HERE

No file chosen

Shared Attachments

- Schoology Instructions for Sub Teachers pdf
- Schoology Instructions

AESOP/Frontline:

Absence Management



Select Absence Reason

- Refer to individual master agreements for guidance on absence code reasons and possible restrictions

Select One ▼

Select One

AAEA Rep Time

Athletic

Comp Time

Field Trip

Inservice/Workshop I

Inservice/Workshop O

Jury Duty

Meetings

Pending Review

Personal Business

Sick > Bereavement

Sick > Family Illness

Sick > Personal Illness

Sick > Religious Observance

Sick > Sick used as PB

Unpaid Time

Vacation

AESOP/Frontline: Absence Management

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Create Absence | 0 Scheduled Absences | 0 Past Absences | 0 Denied Absences

Please select a date

October 2020

SUN	MON	TUE	WED	THU	FRI	SAT
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

Substitute Required ☒ Yes

Absence Reason Sick > Personal Illness

Time Full Day

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

08:10 AM to 03:13 PM

Notes to Administrator (not viewable by Substitute)

Notes to Substitute

Shared Attachments

- Schoology Instructions for Sub Teachers.pdf
- Schoology Instructions

Cancel | Create Absence & Assign Sub | Create Absence

Select
AM or PM
or Full Day

Do NOT use
custom time
unless
directed
by HR
specifically

AESOP/Frontline:

Absence Management

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Create Absence | 0 Scheduled Absences | 0 Past Absences | 0 Denied Absences

Please select a date

October 2020

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

Substitute Required ☒ Yes

Absence Reason Sick > Personal Illness

Time Full Day

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

08:10 AM to 03:13 PM

Notes to Administrator (not viewable by Substitute)

Notes to Substitute

Schoology Course Code!

Shared Attachments

- Schoology Instructions for Sub Teachers.pdf
- Schoology Instructions

Need more options? **Advanced Mode**

DRAG AND DROP FILES HERE

Choose File No file chosen

Cancel | Create Absence & Assign Sub | Create Absence

AESOP/Frontline:

Absence Management

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Create Absence 0 **Scheduled Absences** 0 **Past Absences** 0 **Denied Absences**

Please select a date Need more options? **Advanced Mode**

October 2020

SUN	MON	TUE	WED	THU	FRI	SAT
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

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

Substitute Required
☒ **Yes**

Absence Reason
Sick > Personal Illness

Time
Please enter a valid time range using the HH:MM AM format.
Full Day
08:10 AM to 03:13 PM

Notes to Administrator
(not viewable by Substitute)

Notes to Substitute

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments
Schoology Instructions for Sub Teachers.pdf
Schoology Instructions

Cancel

☒ Create Absence & Assign Sub

☒ Create Absence

AESOP/Frontline:

Absence Management

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Note:

If you selected
to assign a sub -
you can pick
from your
preferred list -
or start typing
the person's last
name for a list of
subs

The screenshot shows a calendar interface with a modal window titled "Assign Substitute for # 401357752". The modal contains a search bar, a button to "Assign to Selected Sub", and a section for "Select from Preferred List" which currently displays "No Substitute in Preferred List". A link to "View List of Substitutes" is also present.

Assign Substitute for # 401357752

Search for Substitute

✓ Assign to Selected Sub

or **Select from Preferred List:** [View List of Substitutes](#)

No Substitute in Preferred List

Cancel ✓ Assign to Selected Sub

AESOP/Frontline:

Absence Management

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- Blue names are available
- Gray names are unavailable
- If you are looking for a retired teacher sub, use an * before their name!

Search for Substitute

Assign Substitute for # 401357752

Search for Substitute

co

☐ Assign to Selected Sub

[View List of Substitutes](#)

Cole, Bridget E	Available
Coles-Henry, Marlene	Available
Collins, Bianca S	Available
Collins, Ned D	Not Available
Collins, Sherie L	Available

Cancel ☒ Assign to Selected Sub

AESOP/Frontline:

Absence Management

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Create Absence		1 Scheduled Absences	0 Past Absences	0 Denied Absences
Date	Reason	Location	Duration	Time
CONFIRMATION # 316034862 *WIEBRAUK, *EILEEN / NO APPROVAL REQUIRED  				
 				
12 Sep 2018	Sick > Sick used as PB	LAKEWOOD ELEMENTARY SCHOOL	1 Full Day	8:53 AM - 3:59 PM 

AESOP/Frontline:

Absence Management

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Personal Info

Phone
Credentials

Shared
Attachments

Preferred
Substitutes

Excluded
Substitutes

Absence Reason
Balances

Personal Info

General Information

Name: Dallas Colligan

Phone:

Email Address:

Title:

Room Number: Main Office

Language: English Your language preference can be changed in your [Account Settings](#).

Address

Address1:

Address2:

Address3:

Address4:

City:

AESOP/Frontline:

Absence Management

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Personal Info	Absence Reason Balances					Last Calculated: Wednesday, October 14, 2020
Phone Credentials	Absence Reason	Initial	Used	Pending	Balance	
Shared Attachments	Personal Business	2.00 Days as of Wednesday, July 1, 2020	None	None	2.00 Days	
Preferred Substitutes	Sick	14.67 Days as of Wednesday, July 1, 2020	None	None	14.67 Days	
Excluded Substitutes	Sick > Sick used as PB	None as of Wednesday, July 1, 2020	None	None	0.00 Days	
Absence Reason Balances						

Note: Absence Banks Vary by Union Group

Attendance and Accruals

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Watch your Contracts for Unique Things Like....

- Personal Business days - may NOT be used adjacent to holidays, vacation periods and first/last week of school
 - First come first serve exceptions to HR_specialholidayrequest@aaps.k12.mi.us
 - Teachers - up to 30 may request day before/after holiday
 - OP - up to 10 may request day before/after holiday
- Sick Days may be used for sick, bereavement, funeral leave, religious observances
 - Teachers - may use up to 3 sick days for personal business
 - Para - may use up to 1 sick day for personal business
 - OP - may use up to 2 sick days for personal business
- Each Group has 2 Days for purpose of Religious Holidays
- Any time that will be “unpaid” requires additional approval from both building and HR
- 12 month employees may have vacation days
- Administrators have PTO instead of Sick/PB Time

Have questions?

hr_aesop@aaps.k12.mi.us

AESOP/Frontline Key Takeaways



Some Friendly Reminders

- Time can only be taken in ½ AM/PM or full-day increments
- Leave your class in good hands
 - Notes for substitute
 - Drag and drop lesson plans
- Use an asterisk to find retired subs



Questions

Fringe Benefits

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Michelle Klein

Human Resource Specialist

hr_benefits@aaps.k12.mi.us

Fringe Benefits

Website

Use Menu on the left to select information specific for your classification.

Link to Employee Navigator also available under "Staff Resources"

Employee Benefits

- Central Administrators (Class 01)
- Principals & Directors (Class 02)
- Supervisors - Unaffiliated (Class 03)
- Teachers (Class 04)
- Office Professionals (Class 05)
- Unaffiliated Staff (Class 09)
- Teacher Assistants (Class 10)
- ASCSA Coordinators (Class 11)
- AFSCME/TSP (Class 12)
- Child Care (Class 13)
- Employee Assistance Program

Benefits

hr_benefits@a2schools.org

Human Resources – Earhart Administration Building
Hours 8:00 – 4:30 M-F

For your convenience, AAPS provides you with an online benefits enrollment platform called Employee Navigator for selecting and reviewing your benefits elections.

[Click Here to access the Online Enrollment System](#)

To help ensure a smooth enrollment experience, please review the following important information before logging in:

- Click here to review the **How to Enroll Guide**.
- Insurance carriers require **Social Security numbers for all covered dependents**. Please have this information available before beginning your enrollment if you plan to add dependents to your coverage.
- Use the links on the left to access benefit information specific to your employee group.
- For assistance, please refer to the contact information provided below



Benefits Advocate Center

(833) 830-1489

bac.a2schools@ajg.com

Ann Arbor Public Schools
Every Child, Every Day

Quick Links - For Staff Employment **ENROLL**

About AAPS Teaching & Learning Students & Families Community Superintendent Board of Education Departments

HOME > STAFF HOME

Forms for Staff

- SLOs
- Climate Survey

Staff Home

Online Resources and Programs

Schoolology	Learning (Replaces KALPA)	PowerSchool Enrollment (InfoSnap) for School Staff
Employee Navigator (replaces bswnf)	MyVBSaot	PowerSchool Special Programs (formerly TieNet)
Biscom	New World Employee (eSuite) Portal	SchoolMessenger
Frontline (formerly) AESOP	New World	EAI Evaluation (formerly Standard for Success)
Atlas Rubicon	NWEA	Trip Tracker
Clever	PowerSchool	
Google Apps	PowerTeacher	

Health Insurance Benefits Summary

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Employee Benefits

Benefits	>
Central Administrators (Class 01)	>
Principals & Directors (Class 02)	>
Supervisors - Unaffiliated (Class 03)	>
Teachers (Class 04)	>
Office Professionals (Class 05)	>
Unaffiliated Staff (Class 09)	>
Teacher Assistants (Class 10)	>
ASCSA Coordinators (Class 11)	>
AFSCME/TSP (Class 12)	>

Teachers (Class 04)

Summary of Benefits (Full-Time)

Summary of Benefits (Part-Time)

Medical Summary of Benefits	MESSA ABC Plan 1	1-800-336-0013
	Priority Health HMO	1-800-446-5674
	Priority Health PPO	1-800-446-5674
Medical Plan Websites	www.bcbsm.com	
	www.messa.org	
	www.priorityhealth.com	
Summary of Dental Benefits	Delta Dental w/ Medical Coverage	1-800-336-0013
	Delta Dental w/o Medical Coverage	
	Delta Dental Part Time Teachers	
Delta Dental Website	www.deltadentalmi.com	
Summary of Vision Benefits	Vision Service Plan – 3	1-800-877-7195
Vision Service Plan Website	www.vsp.com	

The Summary of Benefits gives a one page snapshot of benefits offered to each specific class.

Use the individual plan links to dive into more details of each option. This information is also provided in Employee Navigator.

Dependents

- AAPS Medical costs are based on composite rates
- Employees may add dependents, including:
 - Spouses
 - Children, Step Children
 - Legal Guardian Dependents
- Dependents may be added to Medical / Dental / Vision coverage
 - Dependents of full time employees **may be added to medical and dental at no additional cost**
 - There may be additional cost for vision coverage (see Employee Navigator for specifics)
- Employees opting out of Medical can still sign up for dental/vision coverage

What's Next

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Watch your AAPS email for an email notification from Employee Navigator informing you a Special Enrollment has been opened for you to elect your benefits. It will look like the below:

Dear:

Congratulations on your new position with Ann Arbor Public Schools! You can now begin the new hire enrollment process by accessing this [\[Registration\]\(https://www.employeenavigator.com/identity/Provisioning/RegisterAccount?token=237b501a-88b8-441e-b761-7a8e4d207a16&brandingDomain=ssu\)](https://www.employeenavigator.com/identity/Provisioning/RegisterAccount?token=237b501a-88b8-441e-b761-7a8e4d207a16&brandingDomain=ssu) link. This link expires after 15 days. You are required to complete the enrollment process even if you are declining benefits. Enrollment must be completed immediately or you may not be able to enroll until our next Open Enrollment.

Please direct any questions about enrollment or benefits to your HR administrator.

Thank you,
Ann Arbor Public Schools

Fringe Benefit Enrollment

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AAPS provides an online benefits enrollment platform called Employee Navigator for selecting and reviewing your benefits elections.

Employee Navigator is a simple portal to help you navigate your insurance elections

REGISTER NEW

LOGIN

First time? New Elections?

If this is your first time using the Employee Navigator employee benefits election portal, it may seem a bit overwhelming. I assure you that it is quite simple. Just watch this short video that walks you through the simplicity of the process. [A video to show you how --](#)



Mid Year Benefit Changes?

Are you in the middle of your benefit year and need to make changes? Or do you just want to update some information? Just watch this short video that walks you through the simplicity of the process. [A video to show you how --](#)



Ready to Make Your Selection

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Employee Navigator is a simple portal to help
you navigate your insurance elections

REGISTER NEW

LOGIN

First time users: Click on Register as a new user. You will need to verify your account by entering your first and last name, company identifier: **AAPS1**, last four digits of your social security # and date of birth.

You will then create a Username and Password of your choice.

Verify Your Account

First, let's find your company record

First Name

Last Name

Company Identifier

(provided by HR)

PIN

(Last 4 Digits of SSN / ID)

Birth Date

(mm/dd/yyyy)

Next

Verify Employee Information

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UI

Home Profile Benefits Required Tasks Resources Time Off

Personal Information

First Name: Andrew

Middle Name:

Last Name: Reynolds

Suffix: -Select-

Preferred Name:

Gender: ☒ Male ☐ Female

Date of Birth: July 27 1986

SSN: ***-**-7777

Tobacco User: ☐ Yes ☒ No

Address 1: 7969 old georgetown road

Address 2:

Progress: 2 of 6

[View steps](#)

Preferred Name:

Gender: ☒ Male ☐ Female

Date of Birth: July 27 1986

SSN: ***-**-7777

Tobacco User: ☐ Yes ☒ No

Address 1: 7969 old georgetown road

Address 2:

City: Bethesda

State: Maryland

County: Montgomery County

Zip Code: 20814

Phone Number:

Email Address: ry@ui.com

[Save & Continue](#)

If you see incorrect information please contact the Human Resource benefits department so we can correct it accordingly.

When done click Save and Continue.

Enter Dependent Information (if applicable)

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UI

Home Profile Benefits Required Tasks Resources Time Off

Dependent Information

add dependent +

Progress: 2 of 6

[View steps >](#)

	Name	DOB	SSN	Relationship
Edit	Elizabeth K Reynolds	03/07/1984	***-**-5555	Spouse
Edit	Gwen S Reynolds	03/06/2004	***-**-2222	Child
Edit	Miles Reynolds	09/17/2018	***-**-7777	Child

 [Save & Continue](#)

Insurance carriers require Social Security numbers for all covered dependents.

Please have this information available before beginning your enrollment if you plan to add dependents to your coverage.

Make Your Benefits Selection

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Medical

Enrolling in Medical insurance can protect you from paying the full cost of medical services when you're injured or sick. Select a plan below to safeguard your financial security in the event of a health care emergency.

Who am I enrolling?

☒ Myself

☐ Elizabeth Reynolds (Spouse)

☐ Gwen Reynolds (Child)

☐ Miles Reynolds (Child)

Which plan do I want?



2018 BlueChoice HDHP HMO

\$46.15

Cost per pay period

Effective on 09/01/18
Employee

Compare

Details

Select

Progress: 2 of 6

[View steps](#)

My Selections

Open Enrollment:
No election yet

Current:
No election on file

Help me choose a plan

[Things to Consider](#)

[Decision Support](#)

Helpful Resources

[2018 BlueChoice HDHP HMO Providers](#)

[2018 BCBS PPO Providers](#)

[2018 BCBS PPO](#)

[Blue Choice HMO HDHP \\$1,500](#)

- If you choose plans that have an employee co-pay “your cost” per pay will show in each box
- **Enrollment is not automatic** you must review all benefit selections (including employer-funded) and make a selection; waiving is a selection
- You can review plan details by clicking on details.
- The progress bar at the top of the page will let you know how many steps you have completed.

To view a side by side comparison of plan options, click on compare. When ready to select a plan, click select then save and continue.

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Which plan do I want?



2018 BlueChoice HDHP HMO

\$600.00

Effective on 09/01/18
Employee + Family

Cost per pay period

[Compare](#) [Details](#) [Select](#)



2018 BCBS PPO

\$830.77

Effective on 09/01/18
Employee + Family

Cost per pay period

[Compare](#) [Details](#) [Select](#)

Plan Comparison

Pay Period Costs

Current Plan Print

Coverage Level	2018 BlueChoice HDHP HMO	2018 BCBS PPO
Employee	\$46.15	\$138.46
Employee + Spouse	\$230.77	\$323.08
Employee + Child(ren)	\$230.77	\$415.38
Employee + Family	\$600	\$830.77
Domestic Partner	\$230.77	\$323.08

Above rates do not include optional riders

In-Network Services

	2018 BlueChoice HDHP HMO	2018 BCBS PPO
Copay		
Non-Preventive Doctor	Deductible then \$20 PCP/\$30 Specialist per visit	Deductible then \$20 PCP/\$30 Specialist per visit
Preventive Doctor	No Charge	No Charge

Line of distinction

Which plan do I want?



2018 BlueChoice HDHP HMO

\$600.00

Effective on 09/01/18
Employee + Family

Cost per pay period

[Compare](#) [Details](#) [Selected](#)



2018 BCBS PPO

\$830.77

Effective on 09/01/18
Employee + Family

Cost per pay period

[Compare](#) [Details](#) [Select](#)

[Save & Continue](#)
[Don't want this benefit?](#)

HSA vs FSA

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Want to Tax Defer Funds for Medical or Child Care?

HSA		FSA
CONTROL Owned by the employee		CONTROL Owned by the employer
FUNDING Employer and/or employee funded		FUNDING Employee funded
2026 CONTRIBUTION LIMITS Single - \$4,400 Family - \$8,750		2026 CONTRIBUTION LIMITS Single - \$3,400 Dependent - \$7,500
HEALTH PLAN ELIGIBILITY Must be enrolled in a high-deductible health plan		HEALTH PLAN ELIGIBILITY Must be offered a group health plan by employer
FUND AVAILABILITY As they are contributed		FUND AVAILABILITY Medical FSAs: on the first day of the plan year Dependent care FSAs: as they are contributed
TAX SAVINGS Distributions for eligible expenses, investment returns & contributions are tax-free		TAX SAVINGS Distributions for eligible contributions and expenses, are tax-free
CARRYOVER All funds carry over to the next plan year		CARRYOVER Employer can allow \$660 carryover of medical FSA funds; dependent care FSAs cannot have a carryover
INVESTMENT CAPABILITY Yes		INVESTMENT CAPABILITY No

Voluntary Insurance Options

In addition to contractual benefit choices, employees may also choose to purchase:

- MESSA
 - Optional Supplemental Life & AD&D Insurance
 - Dependent Life Insurance
 - Short Term Disability
- MEA Life Insurance
- Flexible Spending Accounts
 - Medical FSA
 - Dependent Care FSA

Select Your Beneficiaries

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Each Life Insurance option requires a designated beneficiary.

If adding more than one beneficiary, the total allocation must equal 100%.

Beneficiaries Form

 Claims Summary Report

For: 2018 Voluntary Life & AD&D

A beneficiary is the recipient of financial benefit from an insurance policy after the insured dies. Beneficiaries are categorized as primary and contingent. If a primary beneficiary cannot receive the benefit after an insured dies because the primary beneficiary is deceased or refuses the inheritance, the rights are passed to the contingent beneficiary. The death benefit payout can be divided between multiple persons or entities so long as the total sum of shares is equal to 100% for each primary and contingent beneficiary sets.

Some states dictate if the insured is married, the spouse is the primary beneficiary. If a married individual designates a non-spouse as the primary beneficiary, the requirements of the state will be reviewed prior to claim payment.

Primary Beneficiaries

[+ add a beneficiary](#)

	Name	DOB	Gender	Relationship	Allocation %	
Edit	Elizabeth K Reynolds	03/07/1984	F	Spouse	100.00	remove 

[Edit Percentages](#)

Review and Complete

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You must select
“Click to Sign” to
complete and
submit your
enrollment.

Enrollment Summary



Below is a summary of your elections and cost for the upcoming plan year. If you have any questions about your enrollment or would like to make changes, please contact HR.



Signature required

You've elected all your benefits but we still require a signature before advancing.

Please review the acknowledgment below

Starting a new endeavor is typically difficult. You're excited to get started and have all kinds of ideas in mind as to how you can be successful in this, seemingly all in different directions.

If you're like most people—you're fine for the first couple of days, maybe even weeks. Things start to slow down and you lose motivation to continue, eventually having this new endeavor die out. You struggle to find this motivation again. You accept failure and go about your life until it happens again. It sucks.

But, what if you could do something to combat your mind trying to have "motivation" kick in so that you'll get serious about what you're working on? Instead of focusing on motivation, focus on clarity. Typically the reason you can't get completely invested in a new project or even a new lifestyle is because it's not completely clear what you should be focusing on next.

A plethora of ideas come to mind when something new comes along, hence building that excitement (aka "motivation") that gets you hooked and obsessed with what you are tackling. The only issue there is not typically having a clear direction of what you need to do to get you to your goal the quickest.



Sign to complete enrollment

Click to Sign



Enrollment Summary

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Enrollment Summary

Below is a summary of your elections and cost for the upcoming plan year. If you have any questions about your enrollment or would like to make changes, please contact HR.

**Acknowledged and Submitted**
Enrollment completed on Monday, September 24, 2018 10:30 AM

Keep it up!

To Next Task

Enrolled Plans

Medical



2018 BlueChoice HDHP HMO
Coverage: Employee + Family
Cost Per Pay: \$600

Dental



PPO Dental
Coverage: Employee
Effective: 09/01/2018

Progress: 6 of 6

[View steps >](#)

You can print your enrollment summary or log in anytime to review your benefit elections.

CONGRATULATIONS

Your enrollment has been completed!

Employee Navigator Key Takeaways



Some Friendly Reminders

- Watch your AAPS email from hr_benefits@aaps.k12.mi.us for special enrollment information.
- There are Informational Sections Only
Some sections of the benefits elections share informational pieces which require an action. You must select save and continue.
- Enrollment is not automatic, you must review all benefit selections (including employer-funded) and make a selection; waiving is a selection.
- Remember to check the “Save and Continue” boxes

Making Changes To Your Insurance

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ANNUAL OPEN ENROLLMENT:

- Held in November each year
- changes going into effect January 1

OR

SPECIAL ENROLLMENT:

- Qualifying Life Events are the **only time outside open enrollment** that changes can be made to benefit selections
 - Examples of qualify life events include:
 - Birth / Adoption / Legal Guardianship
 - Marriage / Divorce
 - Loss of other coverage
 - Gain of other coverage

Note: changes due to life events **MUST BE MADE WITHIN 30 DAYS OF THE EVENT** per our insurance companies' policies.

Questions & Feedback

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