

LOVE, HR CONNECTIONS

BENEFITTED SUBS

When they are covering a classroom, their assignment should be entered in Frontline.

If no substitute is needed and the benefitted sub is working in another capacity you should enter in Frontline an absence under Vacancy and use Absence Reason "Benefitted Sub , No Assignment Available."

If the benefitted sub is absent they should enter their absence using the appropriate leave in Skyward Employee Access.

Final Early Notification Incentive Deadline for Licensed Employee

The employee must complete the full 2021-2022 contract year to be eligible.

February 15—\$200

FEBRUARY SUBSTITUTE BONUS INCENTIVES

For February 2022, substitute teachers with NO CANCELLATION and who qualify as outlined below, will be paid on March 10th, 2022.

The tiered bonus incentives are as follows:

15 days worked= \$250

12 days worked= \$150

10 days worked= \$100

7 days worked= \$50

MORE HR INTROS

We want to warmly welcome two new employees in the HR Department joining Julia King in covering our front desk part-time, Heather Anderson and Haidee Schouten, replacing Lauren Robinson and Katie Schreiber.

LICENSE RENEWAL REMINDER FOR TEACHERS

Principals, please remind teachers whose license is up for renewal that they MUST begin the renewal process immediately to avoid contract termination.

Teachers can login to their UEN (Cactus account) and view when they were last printed.

If the teacher last fingerprinted after 7/1/2015 they do not need to fingerprint for relicensure.

If they need to be fingerprinted, they schedule a time to be fingerprinted using the following link, which can also be found on the HR Department website:

<https://jordanschooldistricthr.setmore.com/resourcebookingpage/r872b1589905019136>

If they come in to be fingerprinted, the teacher must provide their authorization release form, which is available on the USBE website.

You may have teachers ask about the Rap Back system related to fingerprinted. Please have them contact Lisa, Stacy or Katie with questions regarding Rap Back system.

Questions about fingerprinting should be directed to Lisa Tuckett at lisa.tuckett@jordandistrict.org or 801-567-8218.

Questions regarding licensure should be directed to our Recruiting Team:

Elementary: Stacy Krahenbuhl, stacy.krahenbuhl@jordandistrict.org or 801-567-8221

Secondary: Katie Schreiber, katie.schreiber@jordandistrict.org or 801-567-8227

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Jordan School District
Human Resources



ISOLATION LEAVE

Isolation leave has been extended to the end of the contract year 2022.

Please direct all questions to Jane Olsen at jane.olsen@jordandistrict.org

RE-HIRING OF ASSOCIATE AND LEA-SPECIFIC EDUCATORS

Forms will be sent by email on February 4th to each principal who has underqualified teachers at their location. These forms need to be completed and submitted to your Administrator of Schools by February 15th for approval. Any teacher that is not approved by your AOS for early rehire will need to reapply for their position. Those positions will be automatically posted on Frontline on March 1st.

RECONCILING IN FRONTLINE

Attached to this newsletter you will find the following:

- Semi-Monthly Payroll Deadlines Calendar for Substitutes
- Frontline Absence Management Reconciling an Absence Tutorial

IMPORTANT PAYROLL REMINDER

The first semi-monthly payroll for substitutes will begin on February 10, 2022, paying days subbed from Jan 1st-Jan 31st for:

- Substitute teachers in Frontline (excluding benefitted substitutes paid on contract)
- Substitute nutrition workers in Frontline
- Substitute bus drivers and substitute bus attendants from Transportation

Each succeeding semi-monthly payroll for substitutes after that will be on the 25th and 10th of each month as follows:

- Days subbed from the 1st-15th will be paid on the 25th of the same month
- Days subbed from the 16th to the last day of the month will be paid on the 10th of the following month

Payroll dates and substitute reconciliation deadlines for these semi-monthly payrolls are attached. In order to meet these important pay deadlines for substitutes, [administrative assistants should be reconciling substitutes in Frontline on a weekly basis.](#)

1. Compare in and out times against the substitute sign in and out sheet
2. Ensure all substitutes at your location have been entered into Frontline
3. Verify that the budget paying the substitute is correct

If you have any questions, please contact the Payroll Department at 801-567-8154, or Juli Martin in the sub office at 801-567-8219. Thank you.

Teacher Transfer Fair THIS MONTH!

Elementary and Secondary educators are invited to attend the Transfer Fair on February 15th at Elk Ridge Middle School. Please see the attached flyer for details.