

HR Connections

September 2023, Volume 119

HR Updates New Educator Induction 2023

On August 11th we returned to an in-person session of New Educator Induction to welcome 450 educators to Jordan School District. In attendance were educators representing 8 countries and 20 states, both new and returning educators to Jordan School District. Thank you for all who came and supported these educators at the clap in and clap out. The words of appreciation, willingness to step in and help with a variety of media interviews, enthusiasm, costumes and more made this event memorable.

We wanted to give a shout out to Eric Price, principal, and West Jordan Middle, for hosting us and smiling at our shenanigans for weeks in preparation. The list of individuals, groups, departments and community partners to thank is long. Without the support of everyone involved this event would not have been as successful. THANKS to ALL of YOU who were involved.

thank you



JSD Grow With Us Job Fair

Thank you to all of those who attended and participated in the Job Fair at Oquirrh Hills. Several hires were made as a result of the job fair.

Remember that the January Job Fair will be held at Copper Mountain Middle School on January 24th. You will receive more information and reminders as the date draws closer. See

Substitute Office

September Substitute Incentive

Our substitute incentive bonus is back. For substitutes who qualify as outlined with **NO CANCELLATIONS** during September, 2023 will be eligible for a bonus to be paid on the October 10th paycheck.

** As a reminder, benefit-eligible substitute teachers working full-time at the various school locations throughout the District DO NOT QUALIFY for the monthly substitute teacher bonus incentives.

September 2023 Substitute Incentive Bonus

- 16 days worked - \$275.00
- 14 days worked - \$175.00
- 11 days worked - \$100.00
- 8 days worked - \$50.00

REMEMBER: These bonuses are contingent upon **NO CANCELLATIONS** during that month of September.



There are no exceptions to the 'No Cancellation' eligibility requirement, regardless of circumstances.

Reconciliation Reminders

It is reconciliation time again. Remember that we have made significant changes.

In order to have changes made after the Frontline lock date, you will need to submit the Google Form found at: <https://forms.gle/S8kQLh93ZtTAbUzaA> (We recommend you bookmark this link.)

This form does not replace the Move Money process

New absences entered after the deadline will need to have a Google Form completed as well.

Here are a few helpful reminders to help your reconciliation:

- Using the Sub Sign-in and Sign-out sheet with the "AAA School Principals Month End Report" in Frontline and the "My Employees Detailed Transaction Report" in Skyward to complete your reconciliation. (See Canvas course for details and helpful reminders.)
- Encourage educators to actively use the "Notes to Substitute" section
- Posting the Substitute Expectations in many places, including at your Sign-In and Sign-Out location.
- Full Day Fridays! Remember to check Fridays to make sure absences show as a full day for substitutes, to ensure that they are paid accurately.
- Reconcile daily when possible, weekly at minimum.

Sub Office Contact Information

Don't forget the Sub Office has updated contact information:

- Email: suboffice@jordandistrict.org
- Phone: 801-567-8219

Training and Calendar

On the HR Calendar

September 1st- FTE Enrollment/Staffing- 10th Day Count

DUE DATE September 1st-*Temporary Agreements* **DUE** to HR

DUE DATE September 1st- Extra Period Stipends **DUE**

September 4th- *District Office Closed* for Labor Day

September 9th- Fall Recess Lottery Window *Opens*

September 8th- First Substitute Pay Day

September 15th - CACTUS Upload

September 19th- Fall Recess Lottery Window *Closes*

September 20th- FTE Audits Released

September 25th- All Employee Payroll

October 2nd - FTE Enrollment/Staffing Reports

October 2nd- USBE CACTUS Reports

DUE DATE October 2nd- FTE Audits **DUE** to HR

****30 days AFTER** student instruction begins- Educators with an Associate Educator License (AEL) will meet with HR to review their Professional Learning Plan (PLP)**

REMEMBER

Check your Payroll Deadlines for bi-monthly Frontline/Skyward reconciliation for substitute pay days.

Extra Period Stipends

To ensure accurate pay, extra period stipends need to be submitted in Skyward by **September 1st**.

****Hourly teachers need to be submitted annually.****

Volunteer Fingerprinting Reminder

Volunteer fingerprinting is still by appointment **ONLY**.

Volunteers must make an appointment and have the completed and administrator signed volunteer form **with them**.

Remember, the school keeps Code of Conduct Signature Form.

Please do not send volunteers to be printed who have not completed the process.

FTE Audits This Month

September starts FTE Audits. Information will be forthcoming in JAM. Please watch for details and updates.

The release date of the FTE Audits to be reviewed is scheduled September 20th. The FTE Audits will be due on or before October 2nd.

hello

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