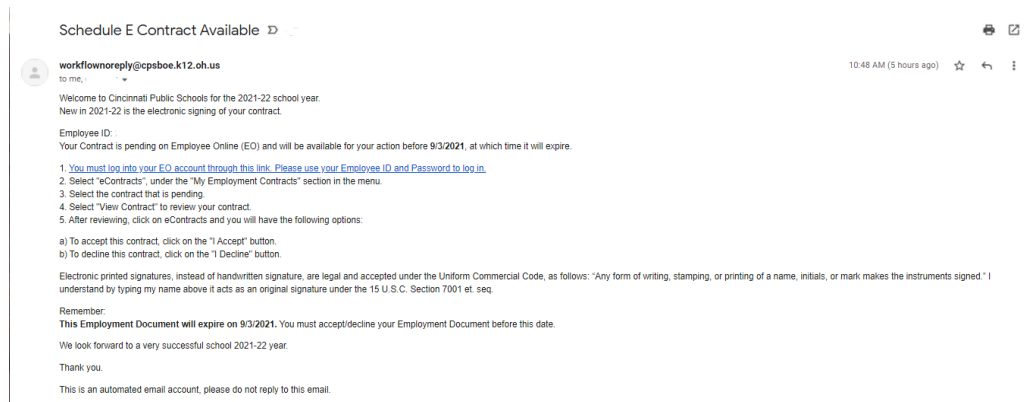




Accessing and Approving Your Supplemental (Schedule E) Contract

Supplemental contracts are issued by CPS for extracurricular activities, commonly referred to as “Schedule E”. These contracts will be available for review and acceptance from your Employee Online account.

1. When contracts are ready to be reviewed, you will receive an e-mail to your CPS email account:

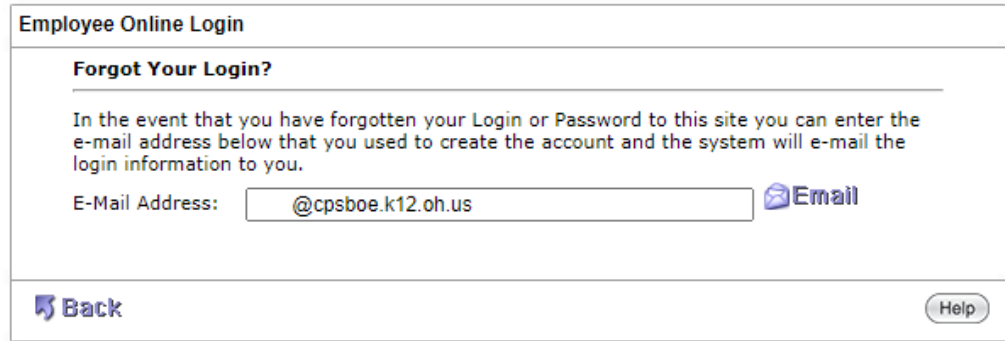


2. Click on the link in Item #1 to Log into Employee Online. Employee Online is also available as a link through Clever or the MyCPS intranet site.
<https://cin-eo.businessplus.powerschool.com/ifas7/login/login.aspx>

3. For Employee Online, your username is your CPS Employee ID. The format is the letter “E” followed by a 5 digit number (ex. E99999). If you have not logged in before, your password is your Social Security number (without dashes). You will be prompted to change your password after your first login and you’ll need to keep it safe and secure for future logins.

If you do not know your password, use one of the following methods to reset it:

- A. Click the “Forgot Login” link on the sign-in screen. In the next screen, enter your CPS email address. A new password will be emailed to you.



Employee Online Login

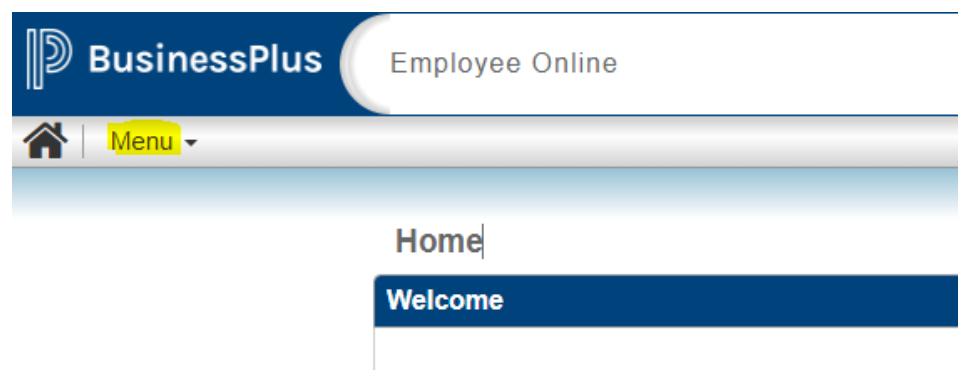
Forgot Your Login?

In the event that you have forgotten your Login or Password to this site you can enter the e-mail address below that you used to create the account and the system will e-mail the login information to you.

E-Mail Address: [Email](#)

[Back](#) [Help](#)

- B. Call the ITM Helpdesk at 363-0390. Follow the menu option for password resets. Be sure to specify that you need your Employee Online password reset.
4. Once you have logged into Employee Online, click on the Menu in the top left corner.



5. Choose the third option, **Employee Contracts**, then click on **eContracts**.



6. A list of your contracts will appear. You may have contracts from previous years and positions in the list. You'll want to review any with a Status of **Pending**.

Employee Contracts			Help
Type	Fiscal Year	Status	
ADDENDA	2021-22	PENDING	

7. Supplemental / Schedule E Contracts will have a type of ADDENDA. Click the Type to open the contract screen. This screen is where you will accept or decline the Contract.

Employee Contract			Help
Fiscal Year: 2021-22 Document ID: 2196311	Type: ADDENDA Created: 8/20/2021	Status: PENDING Signed: PENDING	
This Employee Contract is currently pending and needs to be reviewed and signed by the employee. Then click on the accept or decline to complete the process. Failure to do so within the allotted time will result in the HR Department being notified.			
View Contract			
Back	Accept	Decline	

8. Click **View Contract** to see the details. This will open as a pdf in a new tab or window. Please review the document for accuracy, paying special attention to the Location, Position and Title, Start and End Dates, and Amount.
9. Also, be sure to review all the terms and conditions of the contract.



10. When you have completed your review, close the tab. This will bring you back to the Accept / Reject Screen. If you accept the contract, click **I Accept**. If you do not agree with the conditions, or do not wish to continue as a coach or club advisor, click **I Decline**.

The screenshot shows a web browser window titled "Employee Contract". At the top right is a "Help" button. The main content area displays contract details: "Fiscal Year: 2021-22", "Document ID: 2196311", "Type: ADDENDA", "Created: 8/20/2021", "Status: PENDING", and "Signed: PENDING". Below this, a message states: "This Employee Contract is currently pending and needs to be reviewed and signed by the employee. Then click on the accept or decline to complete the process. Failure to do so within the allotted time will result in the HR Department being notified." A link "View Contract" is centered below the message. At the bottom, there are three buttons: "Back" (with a left arrow), "I Accept" (with a right arrow), and "I Decline" (with a close 'X' icon).

11. If you are declining a contract, you will be asked for a reason. If there is an error in the data provided, please use this message box to explain. If you are accepting, you do not need to add anything to the reason.

The screenshot shows a modal dialog box with a title bar. The text inside reads: "cin-eo.businessplus.powerschool.com says" followed by "You have clicked on the Decline Button. Please enter a reason below and confirm." Below the text is a text input field with the placeholder text "Reason". At the bottom right of the dialog are two buttons: "OK" and "Cancel".

12. After you have accepted or declined the contract, you are finished with this process.
13. Your contract will proceed to be board approved and then will be automatically scheduled for payment on the appropriate pay dates.
14. More information and details about the Schedule E process can be found on the intranet at the Schedule E Resource Center:
<https://sites.google.com/a/cpsboe.k12.oh.us/athletics/schedule-e>



FAQs for Accessing and Approving your Supplemental (Schedule E) Contract

1. Do I have a CPS email address and how do I access that?

Yes, all staff will have a CPS email address. If you are unaware of your account information you can contact the Help Desk at 363-0390. Press 4 and the Help Desk will help you obtain your email information and password. While you may not use your CPS email, you probably should start since it is the primary way CPS communicates with employees about things such as changes to procedures and policies, payroll information, and upcoming expirations of background checks and licenses. Since it is now Gmail, you can check it from almost any phone, tablet, or computer.

2. Do I have an Employee Online account and what is my Employee ID?

Similarly, we would encourage all employees, including coaches to become familiar with the Employee Online portal. In addition to the contracts, you will be able to see your pay stubs and W-2s. Also, it will allow you to keep your direct deposit and mailing address information updated.

The instructions provided above will guide you through logging in with your employee ID. If you are unaware of your Employee ID, you can reach out to Mary Hawkins at hawkima@cps-k12.org or 363-9501.

3. What if there is an error on the contract that is issued to me or longevity is not included?

First, we have changed how we are doing the salaries for the contracts to make longevity easier. Each job has 6 steps now and when we roll every year, we'll also increase the person's step by 1. We are working on improving the overall process for Schedule E including this step, so **we appreciate your patience** as we look to provide all of our staff with a more efficient process.

IF, you note an issue on your contract of any data - rate, location, title, etc, you should click "I decline" and enter the reason in the pop-up box that appears next. Workflow will send out a notice to HR reporting the contract has been declined and why. From there, we will assess the error and work through the issue. When resolved, HR will regenerate the contract with the updated data.

4. Other Questions?

If you have any other questions, please email Mary Hawkins at hawkima@cps-k12.org.