

HUMAN RESOURCES INQUIRES		
Recruitment, Interviews, Hiring		
Civil Service Professional Staff Job Vacancy Announcements Appointments for New Employees Organize & Facilitate Hiring Committees Student Teachers, Interns & Student Observers Contact: Marcela Moran - (ext:5011)	Superintendent Final Interview Contact: Assistant(ext:5222)	Board of Education Final Interview <i>(if applicable)</i> Board of Education HR Agenda Candidate Appointment Invite Contact: Human Resources Marcela Moran - (ext:5011)
On-Boarding Process		
Documentation Review of Employment Packet Scheduling Appointments Entering staff into nVision HR Module Creating AESOP Account Contact: (ext: 5011)	Benefits Health Insurance ERS/TRS Contact:Teresa Fergus (ext: 5226) Creating New Picture IDs Contact:(ext:5011)	Technology Laptops/Chromebooks, iPads, Software Accounts Contact: (ext: 5001)
Professional Learning, Mandated Trainings, APPR		
Wednesday Professional Development Calendar Professional Learning Plan & Committee New Teacher Orientation Superintendent Conference Day Curriculum Support Professional Learning Contact: Jennifer Lewner (ext:5030)	Technology Professional Learning OTIS Professional Learning Platform Contact: (ext: 5001) Mandated Trainings(GCN) Contact: Suzanne Brady (ext:5225)	Evaluations Non-Tenured Staff APPR Principal Instruction Plan APPR Teacher Improvement Plan Conference Requests Final Approval Contact: Marcela Moran (ext: 5011)
Personnel Matters and Files		
Staff (i.e., Professional, Civil Service Part-time and Substitute) Changes (i.e., Name, Address, Benefit) Employment Verifications Verification (i.e., Employment , CTLE, Public Service Loan Forgiveness, NYSED Mentoring, NYSED Paid Employment) Credits/Lane Changes Contact: Marcela Moran(ext:5011)	Workers' Compensation Contact: Rosann Colucci (ext:5228)	Seniority List Gates List Tenure Recommendation Disciplinary Matters (i.e., 913, 3020a, Part 83, Section 75) Termination Process ADA accommodations requests Contact: Marcela Moran (ext: 5011)
Attendance		
Annual Attendance Letters Last Day Paid Notification Contact: Rosann Colucci (ext:5228)	AESOP Daily Attendance Use of Leave Monitoring (i.e., sick, vacation, bereavement, personal) Leave Deductions, Accruals, and Rollovers External Conferences Contact: Rosann Colucci (ext: 5228)	Family Medical Act Leave Childcare Leaves Others Contact: Marcela Moran(ext:5011)
Exit Process		
School/Department's Notification & Exit Date Resignation Retirement Assets Return Coordinations Exit Interviews Contact:(ext:5011)	Return FOB/IDs, technology, disable account access, reassign phone number Contact: (ext: 5001)	