



NEW HIRE **Y**
Millers

ON-BOARDING

Yukon Public Schools

2025-2026



ASST SUPERINTENDENT

DIANA LEBSACK X-1026

diana.lebsack@yukonps.com





HR SOLUTION SPECIALIST

AMY HABERZETTLE X-1006

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TALENT-ED RECORDS



You will now use SSO to sign in!
<https://yukon.tedk12.com/Records>



Four Products. One Login.

Introducing an easier way to access all of your TalentEd products.

Remember username on this computer

Logging in for the first time?

Forgot your password?

If you are an applicant and have reached this page in error, please go to our Careers Homepage.

- Discover
- Recruit & Hire
- Perform
- Records**

MY TASKS

Needs Attention

Completed

You have 16 tasks.

Type to start searching

ALL TASKS

Bulk Actions: Bulk Action Selection

<input type="checkbox"/>	TASK	RELATED STAFF	CHECKLIST	DUE DATE	DELETE	ACTIONS
<input type="checkbox"/>	Sick Leave Transfer Request Form		Document Request			<input type="button" value="VIEW"/>
<input type="checkbox"/>	Transcript - Masters Degree		Document Request			<input type="button" value="VIEW"/>
<input type="checkbox"/>	Job Description - Teacher		Document Request			<input type="button" value="VIEW"/>
<input type="checkbox"/>	Initial Temporary Teacher Contract		NEW HIRE - CERTIFIED (Non-Administrator)			<input type="button" value="SIGN/APP/REV"/>
<input type="checkbox"/>	Acknowledge Job Description (once assigned by HR)		NEW HIRE - CERTIFIED (Non-Administrator)			<input type="button" value="MARK AS DONE"/>

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BACKGROUND CHECK

If you recently have completed a background check through IdentoGO for the State Department of Education, reach out to HR to see if you will be required to complete a new background check.

01 Go to IdentoGO to schedule your appointment

In-State Digital Fingerprinting Services (Live Scan)

To register for digital fingerprinted services at an in-state IdentoGO enrollment center, go to: ok.ibtfingerprint.com

Register for In-State Digital Fingerprinting Services

02 Enter your service code

03 Confirm service code

04 Enter a zip code to determine location

Enter a zip code to determine location for fingerprinting and pick your location/date/time

05 Finish Registration

Enter your personal information to complete your registration.

You will receive an email or a confirmation number when registration is complete.

02 Enter your service code

- 1st year Oklahoma Certified Teachers
SERVICE CODE: 2B7KTN
(print additional form to take with you to your appointment)
- All other employees
SERVICE CODE: 2B7KRR
- Childcare Teachers
SERVICE CODE: 2B7N2S

ok.ibtfingerprint.com/

***Once you fingerprint, a copy of hr@**

BACKGROUND CHECKS

- Employees coming from another Oklahoma School District:
 - ◆ Background checks are good for 5 years
 - ◆ Request from previous district with a “Letter of Good Standing”
- **Schedule your appointment online**
 IdentoGO: <https://ok.ibtfingerprint.com/>
- **Codes**
 - ◆ 1st year teachers who have not completed a background check, classroom aide/paras: **2B7KTN** (need printed form available at HR desk)
 - ◆ All other employees **2B7KRR**
 - ◆ Childcare employees **2B7N2S**
- **Turn in receipt** after completing fingerprinting (upload into TalentEd, email, or paper)
- Complete within 30 days from start date
- Fee is \$58.25 - pay at appointment.

TRANSCRIPTS

→ Certified Employees

◆ Bachelor Degree Transcripts

- Must be official
- Can be mailed or emailed digital copies

◆ Master Degree Transcripts

- Does NOT have to be an official copy
- Must be submitted by September 1
- Required to be placed on Master's Pay Scale
- Will need to send an official copy to State Department (if haven't already) to add to Teaching Certificate

→ Paraeducators/Classroom Aides

*Required for Oklahoma Paraprofessional Certification (Tier I or II)

◆ High School Diploma/Transcripts

◆ College Level Transcripts (must be official)

- If you do not have 48 college hours - Contact Special Services to schedule a Parapro Exam

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CERTIFICATIONS

→ Certifications required

- Teaching
- Nursing
- SLP
- CPR
- Care & Prevention (Coaches)
- Any other certificates

◆ How to submit Documents:

- Upload into TalentEd Records OR
- Email to hr@yukonps.com OR
- Paper/hard copy to HR Office

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Sick Leave Transfer Request Form



600 Maple Street, Yukon, OK 73099 | 405.354.2587 | hr@yukonps.com

If you have previously worked for a school district in Oklahoma, and have sick leave days you want to transfer, enter the name of the school district where you were most recently employed, your name, and your social security number. We will mail the form on your behalf to the district you've designated.

Full Name (required)

Date: (required)

 Allowed format is MM/DD/YYYY Ex: 05/26/2022

Name of the last district where you were employed. (required)

Former Employee ID or Last 4 of Social Security Number: (required)

Please enter the employee ID number used by your previous school to identify you or the last 4 digits of your social security number.

EMPLOYEE SICK LEAVE TRANSFER FORM

The above listed employee has accepted a position with Yukon Public Schools. Please complete the information requested below and return the form to our office as soon as possible.

Sick Leave Days Accumulated: _____ Has the above teacher received any monetary reimbursement for any or all of the accumulated sick leave? YES ___ NO ___

Superintendent or Designee: _____

Subscribed and sworn to before me this _____ day of _____, 20____. Notary: _____

Commission Expires: _____ Seal: _____

TRANSFER SICK LEAVE

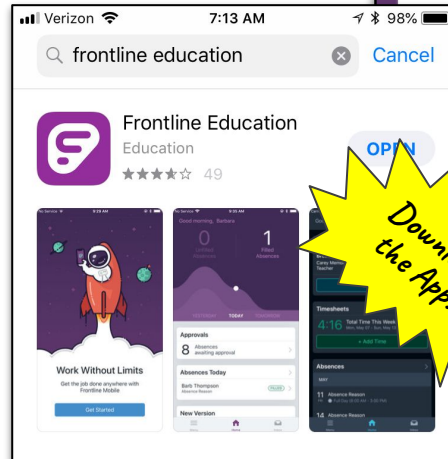
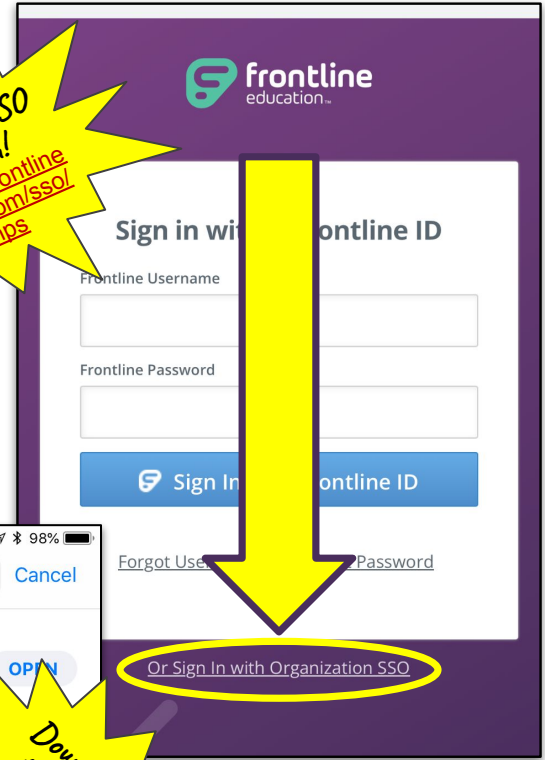
- Transferring from another Oklahoma Teachers Retirement Member School District
- Sick leave transfer request forms are completed through TalentEd Records
- Added to your Frontline leave balance as Transferred Sick Leave

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- Log in using Single Sign-on (SSO)
- <https://login.frontlineeducation.com/sso/yukonps>
- Frontline Education App for smart phone
- Absence Management AND Time & Attendance (digital timesheets)

You will use SSO to sign in!
<https://login.frontlineeducation.com/sso/yukonps>



Download the App!

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PAYROLL SPECIALIST

CRYSTAL JOHNSON

X-1049

crystal.johnson@yukonps.com

PAYROLL CLERK

MONICA MILLER

X-1014

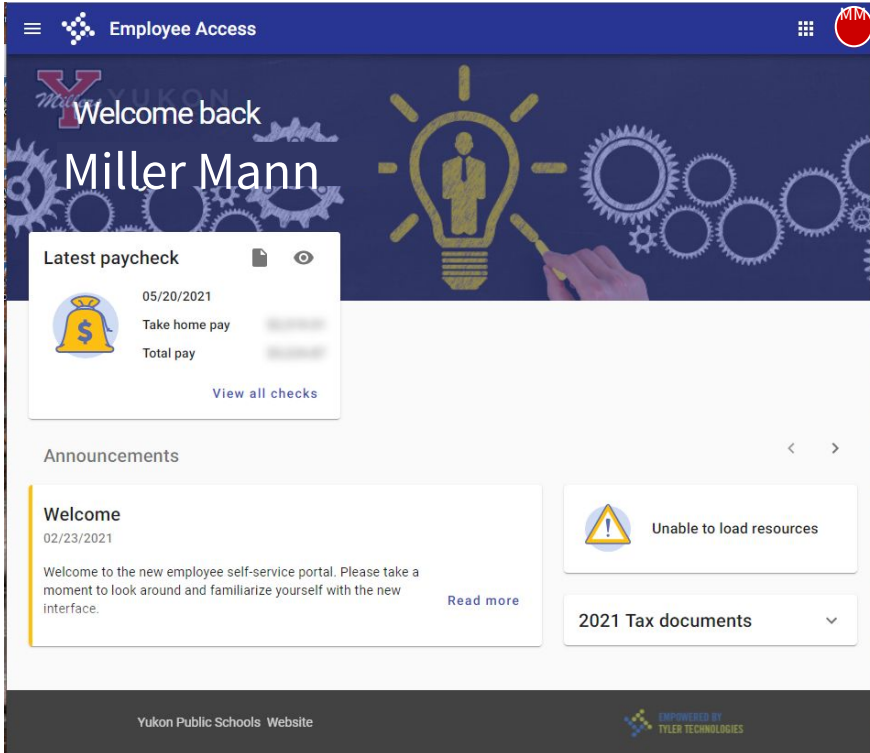
monica.miller@yukonps.com



hr@yukonps.com

hr.yukonps.com

EMPLOYEE ACCESS



The screenshot shows the 'Employee Access' portal for Miller Mann. The header includes a menu icon, the text 'Employee Access', and a user profile icon. The main content area features a 'Welcome back Miller Mann' message with a lightbulb and gears graphic. Below this is a 'Latest paycheck' section for 05/20/2021, showing 'Take home pay' and 'Total pay' with a 'View all checks' link. An 'Announcements' section contains a 'Welcome' message dated 02/23/2021 with a 'Read more' link. To the right of the announcements is a warning icon and the text 'Unable to load resources'. At the bottom of the announcements is a '2021 Tax documents' dropdown menu. The footer includes 'Yukon Public Schools Website' and 'POWERED BY TYLER TECHNOLOGIES'.

- [Employee Access](#)
 - ◆ What is [Employee Access](#)
- Pay information is located on the Employee Access (Pay stubs)
- Update W-4 anytime during the year
- Log in will be your **YPS Google Account**





PAYCHECK STUBS

Yukon Public Schools District I-27 Canadian County
600 Maple Street
Yukon, OK 73099-2533

PAYABLE THROUGH
YNB
86-957/1030
YUKON, OK 73099

DIRECT DEPOSIT RECEIPT
PAYROLL
PAY DATE: 04/20/2018

DIRECT DEPOSIT AMOUNT: ***Three Thousand Three Hundred Sixty Seven and 29/100 Dollars*** **\$3,367.29**

Mann, Miller
1234 Yukon Pkwy
Yukon, OK 7099

NON - NEGOTIABLE

Yukon Public Schools District I-27 Canadian County Yukon, OK 73099-2533

Mann, Miller	10	PD 20th - Monthly	04/20/2018	04/20/2018	4/20/2018
Employee Name	Period	Pay Cycle	End Date	Pay Date	Deposit Date

Federal Status - Married, Exx: 4 State OK Status - Married persons Exx: 4

EARNINGS		Reg	O/T	Rate	Am't	Over	FTD	YTD	EMPLOYER PAID BENEFITS		Amount	YTD
		Hrs	Hrs			Time						
Cover Teacher	0.00	0.00	15.00	20.00	0.00		70.00	70.00			9.00	36.60
Insurance income or in-ben	0.00	0.00	0.00	564.90	0.00		4,663.76	2,379.90				1,116.74
PLC Facilitator	0.00	0.00	0.00	25.33	0.00		200.64	123.32			60.78	244.44
Other Absent	0.00	0.00	0.00	0.00	0.00		63.75	63.75				
Bus Driver	71.50	0.00	13.30	900.85	0.00		7,627.55	2,817.10				
Teacher	0.00	0.00	0.00	3,258.00	0.00		25,684.00	118,820.00			649.97	2,314.60
EARNINGS Total:							4,897.48	36,344.76				16,726.94

EMPLOYEE DEDUCTIONS		Amount	YTD
APRIL		36.90	100.80
FICA - Medicare		60.76	244.44
Oklahoma TRS Experience		-52.21	-208.84
EGG-Central		24.34	97.36
FICA - Social Security		268.79	1,045.18
Security Benefit Flex Med - Cert		50.00	200.00
American Family Assur. Co.		57.54	230.16
Federal Withholding		188.57	617.45
Oklahoma TRS District Paid 7%		-317.92	-1,274.88
EGG-Health (Certified Employee)		544.96	2,279.50
OK State Tax		230.00	926.00
DEDUCTIONS Total:		1,121.97	4,553.17

LEAVE ACCUMULATED		Reg	Used	Accr	Adj	Bal
		Bal				
Sick Leave - 10 mo - Certified		55.50	4.50	10.00	0.00	61.00
Activity		0.00	0.00	36,999.00	0.00	36,999.00
Jury Duty (Subpoena)		0.00	0.00	36,999.00	0.00	36,999.00
Annual - Certified		0.00	0.00	3.00	0.00	3.00
Personal Business		0.00	1.00	3.00	0.00	2.00
Emergency		0.00	2.00	3.00	0.00	1.00
Bereavement		0.00	2.00	5.00	0.00	3.00
Professional Development		95,948.00	1.00	12.00	0.00	95,959.00

EMPLOYER PAID BENEFITS		Amount	YTD
Oklahoma TRS District Paid 7%		317.92	1,274.88
Buy Back Amer. BR 7% Life Cert		2.50	10.50

HIGH SCHOOL - 705 *Net Amount:* \$3,367.29

- Email on pay day (noreply@schoolerpro.tylerapp.com)
- Password protected -
 - ◆ Last 4 digits of your social security number
- Available through Employee Access
- Paystubs will have a video

EARNINGS - All income listed

DEDUCTIONS

- Taxes withheld
- Payroll deductions (Fringe Benefits)

DISTRICT PAID BENEFITS

- TRS and other district paid benefits

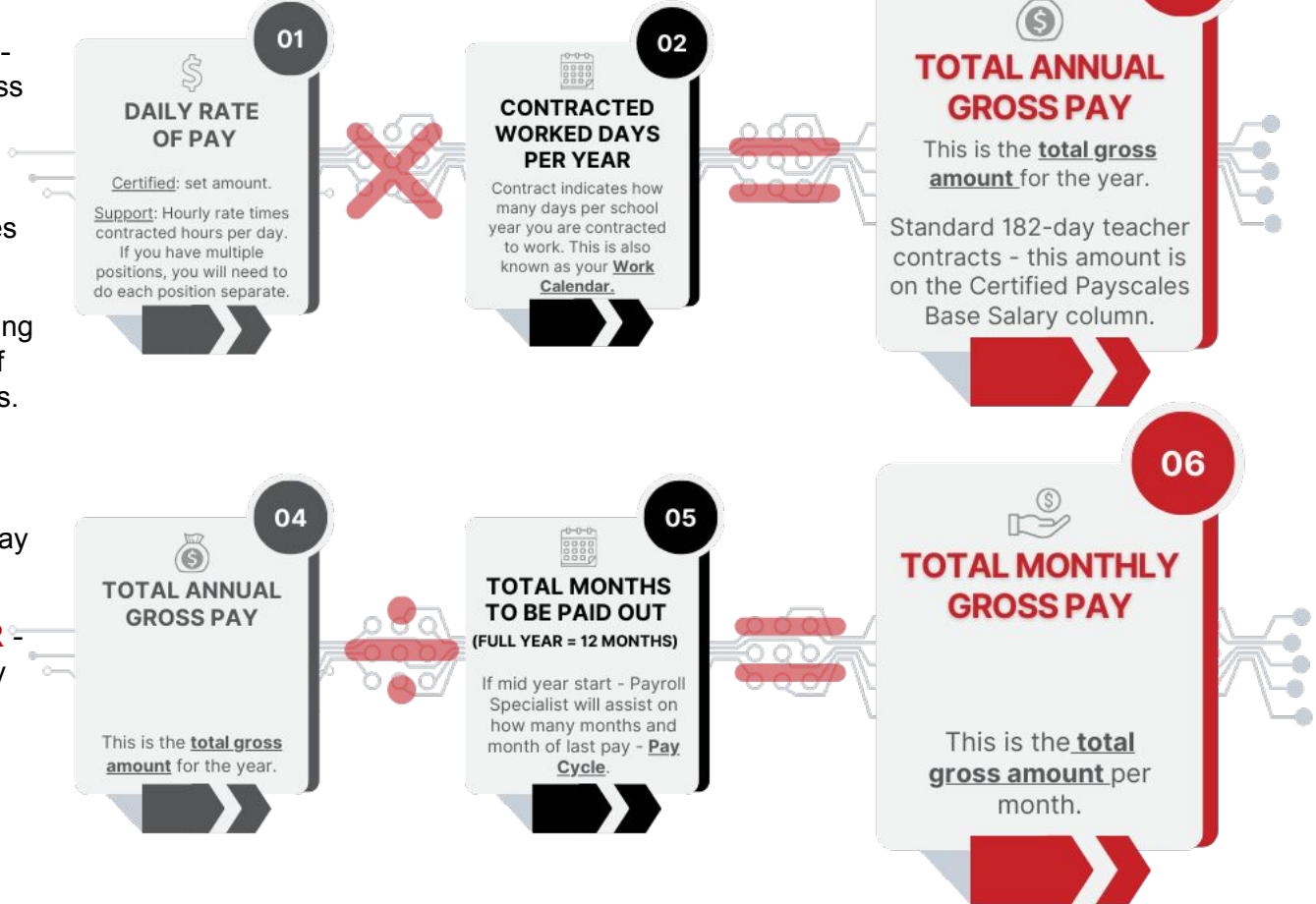
PAY DATES

Payees for the 20th of the month: contracted employees			
Pay Dates for the 20th of the Month			
July 18, 2025	August 20, 2025	September 19, 2025	October 20, 2025
November 20, 2025	December 19, 2025	January 20, 2026	February 20, 2026
March 20, 2026	April 20, 2026	May 20, 2026	June 18, 2026

Payees Dates for the 10th of the Month: non-contracted employees			
Actual Pay Dates for the 10th of the Month			
July 10, 2025	August 08, 2025	September 10, 2025	October 10, 2025
November 10, 2025	December 10, 2025	January 09, 2026	February 10, 2026
March 10, 2026	April 10, 2026	May 08, 2026	June 10, 2026

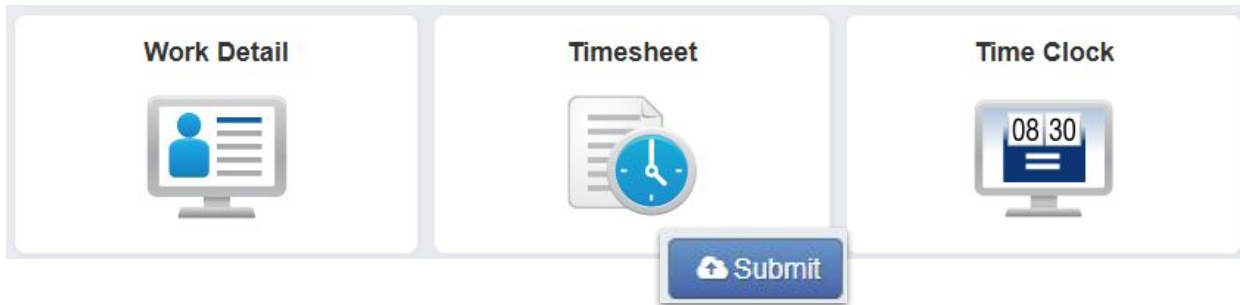
ANNUALIZED or YEAR ROUND PAY

- **ANNUALIZED PAY** - pre-set amount of gross pay per month paid throughout the 12 months of the year. (Contracted employees only)
- **PAY CYCLE** - starting month to last month of annualized pay checks. Most 10 month employees (Teachers, Paraeducators) are September - August pay cycle.
- **WORK CALENDAR** - Determines how many days per school year you are paid to work.



DIGITAL TIME SHEETS

- Due **1st of the month** to your supervisor
- **All** non-exempt support employees
- Certified additional duties & class covers
- [Time & Attendance Tutorials](#)





This Organization Participates in E-Verify

Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781

dhs.gov/e-verify



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English / Spanish Poster

E-Verify

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13th PARTIAL PAYCHECK

- **Certified** employees only
- \$1,200 (gross pay) August 20th payroll
- \$100 per month to be deducted from the next 12 paychecks
- **Due date on form: Aug 10th**
 - ✓ Elect to receive 13th partial pay
 - ✓ Wait for full pay Sept 20th

13th Partial Paycheck



YUKON PUBLIC SCHOOLS
Office of Human Resources



600 Maple Street, Yukon, OK 73099 | 405.354.2587 | hr@yukonps.com

YPEA requested that the district offer a PARTIAL PAYCHECK for newly employed teachers who normally have to wait until September 20th PAYROLL to receive their first paycheck.

The district has agreed to provide newly employed teachers with an option to receive a PARTIAL PAYMENT of \$1,200 (GROSS PAY) on the August 20th PAYROLL.

The next twelve checks (SEPT - AUG) will be REDUCED by \$100 per month.

Half-time certified staff would receive \$600 and \$50 per month would be DEDUCTED from the next 12 checks.

****YOU MUST SUBMIT THIS FORM NO LATER THAN AUGUST 10th, even if ELECTING to not receive this 13th PAYCHECK.****

Full Name required

Primary Location required

Position Title required

Select one option: required



BENEFITS & INSURANCE SPECIALIST

JENNIFER POWERS X-1015

jennifer.powers@yukonps.com





DISTRICT PAID BENEFITS

Employee must work 4 hours per day (20 per week) and in a contracted position to be eligible for any benefits.



TEACHERS' RETIREMENT SYSTEM

- 7% of total compensation
- Certified employees will receive state mandated "offset" in paycheck
- Register at <https://mytrs.trs.ok.gov/login>



LIFE INSURANCE POLICY

- \$10,000 Group Life Insurance through Reliance Standard - BayBridge
- \$6,700 if 65+



HEALTH INSURANCE ALLOWANCES

- Enrolled in insurance: \$707.00
- Not enrolled in insurance:
 - Certified \$69.71
 - Support \$189.69



LEAVE BENEFITS

- Sick Leave - 1 day per month employed
 - Personal - 3 days per school year
 - Annual - 3 days per school year
 - Bereavement - 5 days per school year
 - Vacation - Pertains to 237+ contracts only
- *Employees hired mid-year will be pro-rated



VISION INSURANCE POLICY

- VSP - employee only
- *Must make election on Insurance Enrollment Form to receive benefit



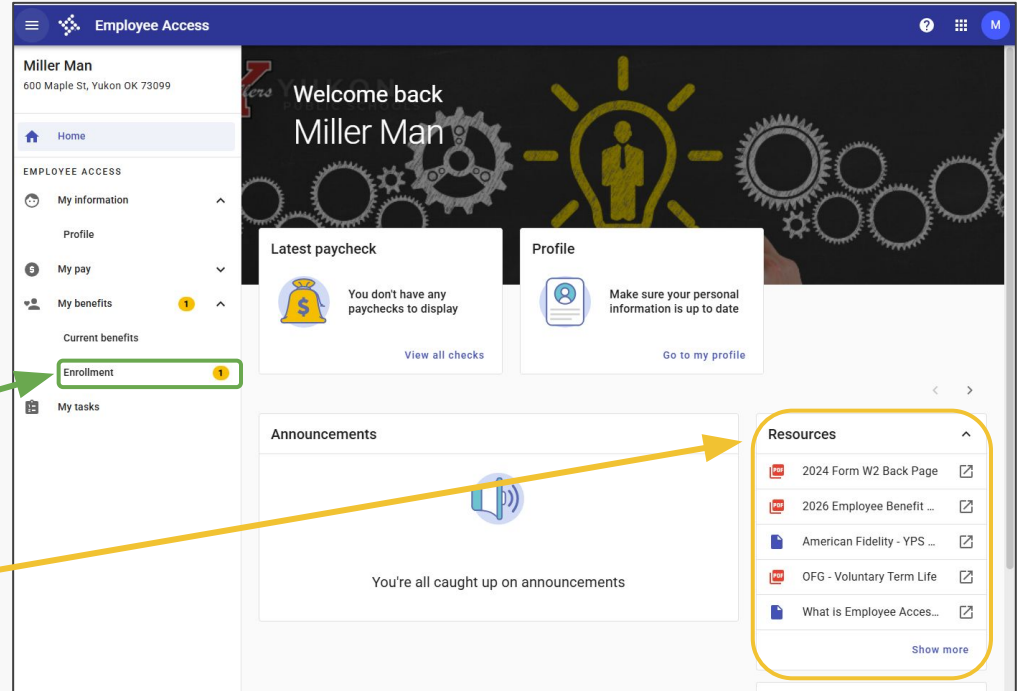
benefits.yukonps.com

**BENEFITS & INSURANCE
SPECIALIST**

JENNIFER POWERS X-1015
jennifer.powers@yukonps.com

BENEFITS ENROLLMENT

- You will complete your new hire enrollment in your [Employee Access](#) portal - ess.yukonps.com
- Log in will be your **YPS Google Account**
- To begin, click My Benefits > **Enrollment**
- Guides and plan information are available under **Resources**



Employee Access

Miller Man
600 Maple St, Yukon OK 73099

Welcome back
Miller Man

EMPLOYEE ACCESS

- My information
- Profile
- My pay
- My benefits **1**
- Current benefits
- Enrollment **1****
- My tasks

Latest paycheck
You don't have any paychecks to display
View all checks

Profile
Make sure your personal information is up to date
Go to my profile

Announcements
You're all caught up on announcements

Resources

- 2024 Form W2 Back Page
- 2026 Employee Benefit ...
- American Fidelity - YPS ...
- OFG - Voluntary Term Life
- What is Employee Acces...

Show more

BENEFITS ENROLLMENT

- Carefully read all instructions
- Click “Make a selection”
- **ALL** tasks are required, even if **declining** or **waiving** benefit

New Hire Benefits Enrollment

Benefits enrollment period dates are Jan 1, 2026 - Jan 31, 2026

Welcome to Yukon Public Schools Benefits Enrollment. This Benefits Enrollment process will allow you to Enroll or Modify Current

Benefits are offered by EGID (Employees Group Insurance Division).

IMPORTANT INSURANCE INFORMATION:

ENROLLMENT PROCESS:

During your enrollment process after making a change to Refresh/Reload Pages, use the Internet Browser Navigation and Enrollment

Before starting your enrollment process please have the following information available:

Dependent and Beneficiary Personal Information (SSN, Address, Date of Birth)

Current Elections Email from Jennifer Powers

To Complete Enrollments- Save Selections and Review/Confirm and Submit.

View Current Elections - Select View Existing Elections on each benefit page.

To View Benefits Enrollment Confirmation After Submitting - Left Menu | Select My Tasks | Documents

Profile/Dependent/Emergency Contact Information - To Add or Modify, Left Menu | Select My Information | Profile | Select Tab

New Hires: Benefit elections are effective the first of the month following Hire Date.

Open Enrollment: This is held once a year in the Fall, where you may enroll and/or change current Insurance Coverages.

Qualifying Life Event: Mid-year Insurance Coverage plan changes are allowed if you experience a qualifying event such as: Marriage, Divorce, Birth or Adoption of a Child, Loss of Coverage.

To make a change to your current Insurance Coverages, you must contact the HR Office within 30 days of the event to complete

Email hr@yukonps.com

Phone: 405-354-2587



Benefit selection

Benefit	Plan		Actions
<input type="radio"/> Annual Notices	No selections made	\$0.00	Make selection
<input type="radio"/> Important Information	No selections made	\$0.00	Make selection
<input type="radio"/> Summary of Benefits	No selections made	\$0.00	Make selection
<input type="radio"/> EGID - Health Insurance	No selections made	\$0.00	Make selection
<input type="radio"/> FSA HealthCare	No selections made	\$0.00	Decline Make selection
<input type="radio"/> FSA Dependent Care	No selections made	\$0.00	Decline Make selection
<input type="radio"/> EGID - Dental Insurance	No selections made	\$0.00	Make selection
<input type="radio"/> EGID - Vision Insurance	No selections made	\$0.00	Make selection
<input type="radio"/> Life - EGID Basic \$20,000	No selections made	\$0.00	Make selection
<input type="radio"/> Life - EGID Supplemental \$20,000	No selections made	\$0.00	Make selection
<input type="radio"/> Life - EGID Age Rated	No selections made	\$0.00	Decline Make selection
<input type="radio"/> Life - EGID Dependent	No selections made	\$0.00	Make selection
<input type="radio"/> PreMed Defender	No selections made	\$0.00	Make selection
<input type="radio"/> District Paid Life	No selections made	\$0.00	Make selection
<input type="radio"/> Voluntary Term Life	No selections made	\$0.00	Decline Make selection
<input type="radio"/> American Fidelity	No selections made	\$0.00	Make selection
<input type="radio"/> 403b 457 Retirement Plan	No selections made	\$0.00	Make selection
<input type="radio"/> Golds Gym Membership	No selections made	\$0.00	Make selection
<input type="radio"/> Anton Yanda YPEA	No selections made	\$0.00	Make selection
<input type="radio"/> Beautiful Day Foundation	No selections made	\$0.00	Make selection
<input type="radio"/> Millers Give Funds	No selections made	\$0.00	Make selection
<input type="radio"/> Project Graduation	No selections made	\$0.00	Make selection
<input type="radio"/> United Way of Canadian County	No selections made	\$0.00	Make selection
<input type="radio"/> YPS Foundation	No selections made	\$0.00	Make selection

NEW HIRE ON-BOARDING



BENEFITS ENROLLMENT

- **PLAN RESOURCES** may be found on each task - top right corner
- Be sure to pay close attention to **OPTIONS & EMPLOYER COST/EMPLOYEE COST > SAVE SELECTION**

Benefit coverage	Employer Cost Pay Period / Month	Employee Cost Pay Period / Month	View details
<input type="radio"/> Employee Only	\$0.00 / \$0.00	\$703.92 / \$703.92	▼
<input type="radio"/> Employee + Spouse	\$0.00 / \$0.00	\$1671.68 / \$1671.68	▼
<input type="radio"/> Employee + Spouse + Child	\$0.00 / \$0.00	\$2324.18 / \$2324.18	▼
<input type="radio"/> Employee + Spouse + Children	\$0.00 / \$0.00	\$3193.76 / \$3193.76	▼
<input type="radio"/> Employee + Child	\$0.00 / \$0.00	\$1356.42 / \$1356.42	▼
<input type="radio"/> Employee + Children	\$0.00 / \$0.00	\$2226.00 / \$2226.00	▼

Medical - BlueLincs HMO

Medical - CommCare HMO

Medical - GlobalHlth HMO

Medical - HC Basic

Medical - HC HDHP

Medical - HC High

Waive Medical Coverage ← **WAIVE/DECLINE**

Save selection

← Enrollment

EGID - Health Insurance No existing selection [Plan resources](#)

Enroll in a Health Plan, select Eligible Covered Dependents if applicable or Waive to Decline Coverage. Carefully review each of the Six (6) Health Plans offered before making your selection. Employee Benefit Options Guide [CLICK HERE](#)

URGENT REMINDER: If you are Excluding a Spouse and Covering a Dependent, you MUST complete a Spousal Exclusion form. Required documentation must be completed and emailed within three (3) days of enrollment to Jennifer Powers. Spousal Exclusion form [CLICK HERE](#)

If current members are not required to complete the attestation unless you enroll in the High or Basic plan Effective as of January 1. If you are using tobacco, you must be tobacco free for 90 days prior to attesting. Failure to complete will result in being moved to the Health Choice High or Alternative plans.

[Add or Modify Dependent Information](#)
[Menu](#) | [Select My Information](#) | [Profile](#) | [Dependents](#) OR
[Click Add Dependents below](#)

**BENEFITS & INSURANCE
SPECIALIST**
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jennifer.powers@yukonps.com

BENEFITS ENROLLMENT

District Paid Life 🔄 No existing election

Yukon Public Schools provides Basic Life and Accidental Death and Dismemberment (AD&D) Insurance Coverage in the amount of \$10,000 to eligible Full-Time Active Employees at no cost to you.
Age Reductions apply at Age 65 + to \$6,500

Acknowledge receipt of coverage and designate your beneficiaries.
 To designate Beneficiaries, Select Name, Enter Primary and Secondary (Contingent) Percentages, both must each equal 100 percent.
 To Add New beneficiaries, select Add Beneficiaries

District Paid Life

Benefit coverage	Employer Cost Pay Period / Month	Employee Cost Pay Period / Month	View details
<input checked="" type="radio"/> Acknowledge Life \$10,000	\$2.50 / \$2.50	\$0.00 / \$0.00	

Primary Beneficiaries
 At least 1 beneficiary must be selected
 Current total: 0
 + Add beneficiary

Secondary Beneficiaries
 At least 1 beneficiary must be selected
 Current total: 0
 + Add beneficiary

Add a new beneficiary ✕

* Beneficiary type
 person

Beneficiary Information

* First name * Last name

* Date of birth

* Relationship

SSN

Mailing Address

* Address line one

➔ Beneficiaries will be required for the **DISTRICT PAID LIFE** task

➔ **PRIMARY** and **SECONDARY** (contingent) beneficiaries must each equal 100%

Primary Beneficiaries

Select All

Percent: 100

Miller Man (Spouse)

Current total: 100
 + Add beneficiary

Secondary Beneficiaries

Select All

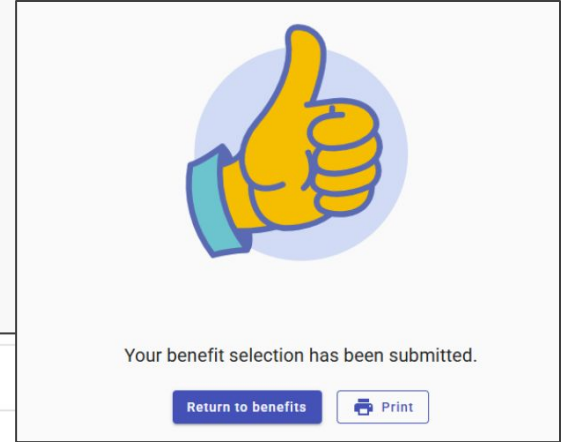
Miller Man (Spouse)

Current total: 0
 + Add beneficiary

[Save selection](#)

BENEFITS ENROLLMENT

- **GREEN** circles indicate task is complete
- Review & submit > confirmation page with total estimated cost [note - the health insurance money is not added into this total]
- Confirm all selections > **THUMBS UP**



✓	EGID - Dental Insurance Election	Decline	\$0.00 / \$0.00	
✓	EGID - Vision Insurance Election	Employee Only	\$0.00 / \$0.00	
✓	Life - EGID Basic \$20,000 Election	Basic Life - \$20,000	\$5.20 / \$5.20	Update ▼
✓	Life - EGID Supplemental \$20,000 Election	First \$20,000	\$5.20 / \$5.20	Update ▼
✓	Life - EGID Age Rated	Life - EGID Age Rated	\$8.00 / \$8.00	Update ▼



INSURANCE INFORMATION

Monthly Premiums for Current Employees
Plan Year Jan. 1-Dec. 31, 2026



HEALTH PLANS	MEMBER	SPOUSE	CHILD	CHILDREN
Blue Cross Blue Shield of Oklahoma – BlueLincs HMO	\$ 703.92	\$987.76	\$ 652.50	\$ 1,522.08
CommunityCare HMO	\$693.84	\$935.50	\$ 447.62	\$ 759.62
GlobalHealth HMO	\$ 1,086.02	\$ 1,603.04	\$ 620.18	\$ 1,012.78
HealthChoice High and High Alternative	\$ 707.00	\$828.88	\$ 355.62	\$ 603.46
HealthChoice Basic and Basic Alternative	\$564.72	\$662.72	\$ 291.22	\$ 492.62
HealthChoice High Deductible Health Plan (HDHP)	\$ 492.80	\$578.68	\$ 254.52	\$ 429.72

TRICARE SUPPLEMENT	MEMBER	MEMBER + ONE	MEMBER + TWO OR MORE
Selman & Company	\$ 65.50	\$ 129.50	\$ 181.00

DISABILITY (Employee only)	
	\$ 10.36 (Limited city and county participation only)

DENTAL PLANS	MEMBER	SPOUSE	CHILD	CHILDREN
BCBSOK – BlueCare Dental High Plan	\$37.40	\$ 37.40	\$ 30.30	\$ 77.30
BCBSOK – BlueCare Dental Low Plan	\$ 23.72	\$ 23.72	\$ 20.50	\$ 50.16
Cigna Prepaid High (K1109)	\$ 14.24	\$ 11.54	\$ 8.82	\$ 15.16
Cigna Prepaid Low (OKIV9)	\$ 11.00	\$ 7.14	\$ 4.86	\$ 10.94
Delta Dental PPO	\$ 39.98	\$ 39.98	\$ 34.78	\$ 87.92
Delta Dental PPO – Choice	\$ 18.60	\$ 42.12	\$ 42.44	\$ 102.98
HealthChoice Dental	\$ 48.58	\$ 48.58	\$ 39.28	\$ 100.74
MetLife High Classic MAC	\$ 54.28	\$ 54.28	\$ 46.50	\$ 115.20
MetLife Low Classic MAC	\$ 30.20	\$ 30.20	\$ 25.90	\$ 63.74
Sun Life Preferred Active PPO	\$ 39.30	\$ 39.10	\$ 29.36	\$ 78.82

VISION PLANS	MEMBER	SPOUSE	CHILD	CHILDREN
Primary Vision Care Services (PVCS)	\$ 10.40	\$ 9.28	\$ 9.20	\$ 11.50
Superior Vision	\$ 7.40	\$ 7.34	\$ 6.96	\$ 14.30
Vision Care Direct	\$ 15.48	\$ 10.96	\$ 10.96	\$ 24.48
VSP (Vision Service Plan)	\$ 8.62	\$ 5.66	\$ 5.58	\$ 12.22

LIFE		
	Basic Life (\$20,000) \$5.20	First \$20,000 of Supplemental Life \$5.20

SUPPLEMENTAL LIFE – Age-rated cost per additional \$20,000 unit			
<30 – \$1.20	30-34 – \$1.20	35-39 – \$1.20	40-44 – \$1.60
45-49 – \$2.80	50-54 – \$5.20	55-59 – \$8.00	60-64 – \$9.20
65-69 – \$14.80	70-74 – \$25.60	75+ – \$39.20	

DEPENDENT LIFE	Low Option \$2.60	Standard Option \$4.32	Premier Option \$11.26
Spouse	\$ 6,000 of coverage	\$ 10,000 of coverage	\$ 20,000 of coverage
Child (live birth to age 26)	\$ 3,000 of coverage	\$ 5,000 of coverage	\$ 10,000 of coverage
Dependent Life does not include Accidental Death and Dismemberment (AD&D).			

- Cover 1, Cover All Policy
 - ◆ If one eligible dependent is covered, all eligible dependents must be covered. Spouse can be excluded by signing the exclusion line on form.
- Member must be enrolled in a group health plan to enroll in dental and/or life insurance
- Option Guide is a resource in Employee Access to compare the plans
- Dental is 100% Employee Cost
- Life insurance is guaranteed issue as a new hire (up to 2x your annual salary)

**BENEFITS & INSURANCE
SPECIALIST**
JENNIFER POWERS X-1015
jennifer.powers@yukonps.com

INSURANCE INFORMATION

- Open Enrollment is in the Fall
- Qualifying Events to add/drop insurance
 - ◆ Marriage
 - ◆ Divorce
 - ◆ Loss of Coverage (ie. 26th Birthday)
 - ◆ Birth or Adoption of Child



benefits.yukonps.com

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FRINGE BENEFIT OPTIONS

Employee must work 4 hours per day (20 per week) and in a contracted position to be eligible for any benefits.



GOLD'S GYM MEMBERSHIP



- \$24.99 per person
- Additional household members may be added at \$24.99 per person

CHARITABLE CONTRIBUTIONS

- Beautiful Day Foundation
- YPS Foundation for Excellence
- Project Graduation
- Santa's Friends Funds
- United Way of Canadian County
- Anton Yanda/YPEA Scholarship



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FINANCIAL SERVICES, INC.

SPECIALIZING IN RETIREMENT AND INVESTMENT PLANNING
MEMBER FINRA/SIPC

ACCOUNT EXECUTIVE

KYLE RUZICKA

kylerruzicka@ofgfinancial.com

NEW HIRE ON-BOARDING





FRINGE BENEFIT OPTIONS


Employee must work 4 hours per day (20 per week) and in a contracted position to be eligible for any benefits.




NEW HIRE ON-BOARDING



Your Personal Benefits
Section 125 Products and Benefits



Accident • Cafeteria Plan • Cancer • Dental • Disability Income Protection •
Section 125 Administration • Vision • Flex Spending Accounts (FSA) • Health Insurance •
Life • Heart & Stroke • Benefits Management System • Paperless Invoicing System


FINANCIAL SERVICES, INC.
PROVIDING RETIREMENT AND INVESTMENT PLANNING
MEMBER FINRA/SIPC

www.ofgfinancial.com
phone: (785)233-4071
120 SE 6th Ave., Topeka, Kansas 66603

OFG FINANCIAL SERVICES

- Section 125 Flexible Benefit Plan “Cafeteria Plan”
 - ◆ Flexible Spending Account (Medical)
 - ◆ Dependent Child Daycare (Reimbursed)
- Additional Group Term Life Insurance
 - ◆ Spouse Life Insurance
 - ◆ Dependent Life Insurance
- Retirement Savings Plan
 - ◆ 403(b)/457 Funds



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a different opinion

ACCOUNT MANAGER

TARA COLLINS

tara.collins@americanfidelity.com

NEW HIRE ON-BOARDING





FRINGE BENEFIT OPTIONS

Employee must work 4 hours per day (20 per week) and in a contracted position to be eligible for any benefits.



[SCAN ME]

Schedule an appointment with American Fidelity

AMERICAN FIDELITY

- Long-Term Disability Income Insurance
- Cancer Insurance
- Limited Benefit Accident Only Insurance
- Critical Illness Insurance
- Health Savings Account HSA
 - ◆ Must be enrolled in high deductible health plan
- Transferred employees **MUST** schedule an appointment to continue benefits from previous district

AMERICAN FIDELITY
ACCOUNT MANAGER
TARA COLLINS

tara.collins@americanfidelity.com

NEW HIRE ON-BOARDING





ASST SUPERINTENDENT

DIANA LEBSACK X-1026

diana.lebsack@yukonps.com





YPS NEW EMPLOYEE TRAINING FOR 2025-2026



→ REGISTER FOR THESE EVENTS ←



TECHNOLOGY START UP TRAINING

[CERTIFIED STAFF ONLY]

Technology Training (5 hours Required)

May be in person or virtual-Amanda Oneth will provide more information

\$125 Stipend Upon Completion



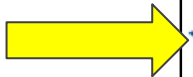
Curriculum Specific Training

TBD - in development for July.



VIRTUAL TRAINING

[Start on your own after July 7]



Vector Solutions Training: Annual Compliance Training

- New Software to YPS
- Username is Yukon Email Address

[See emailed flyer for sign-up link](#)

Link will be activated July 7



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CERTIFIED EMPLOYEES
 → ADD THESE DATES TO YOUR CALENDAR ←

DATE	TRAINING	WHO	TIME	LOCATION
8-4-25 8-5-25	OK Summit for CTE	All CTE	TBD	Tulsa
8-5-25	District Coaches Meeting	Coaches	8:00am	TBD
7-30-25	1st Year Teacher Academy	New Classroom Teachers 1 semester or less experience	8:30am-3:00pm	PDC Located north end of YMS
7-31-25	Welcome to YPS	All <u>NEW</u> to YPS Certified Staff	8:30am-3:00pm	Life Church 1101 E Main St
8-4-25	School Site Onboarding	All <u>NEW</u> to YPS Certified Staff	8:00am-3:00pm	SCHOOL SITE
8-5-25	Work Day/Luncheon <small>(Luncheon hosted by Yukon Chamber of Commerce)</small>	All <u>NEW</u> to YPS Certified Staff	8:00am-3:30pm	SCHOOL SITE
8-6-25 through 8-12-25	Professional Development / Work Days	ALL YPS Certified Staff	8:00am-3:30pm	See District All Email
8-12-25	"The Breakfast"	ALL YPS Staff	7:30am	Canadian County Expo Center

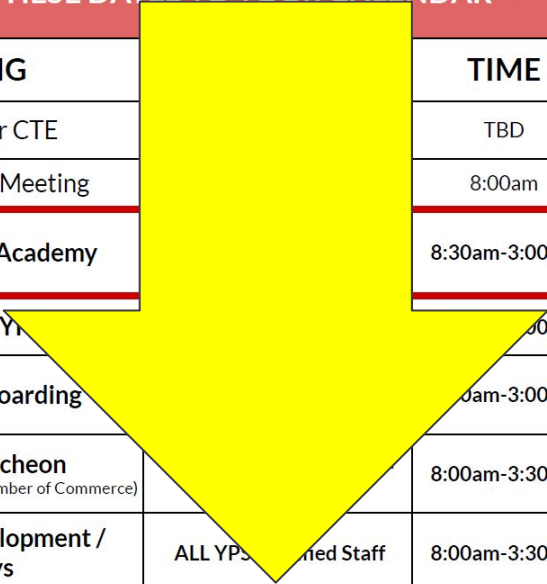




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EMPLOYEE CHILDCARE

→ Community Engagement Office

- ◆ **Young Minds Childcare**
 - Infant - \$675
 - 1-2 Year Old - \$600
 - 3 Year Old - \$475
- ◆ **Millers Afterschool Program**
 - Grades PK - 6
 - Cost \$230 - \$275/month



YOUNGMINDS DAYCARE

Pricing

AGE	MONTHLY RATE
INFANT	\$675
1 YEAR OLD	\$600
2 YEAR OLD	\$600
3 YEAR OLD	\$475

FOR QUESTIONS ABOUT YOUNG MINDS OR TO TOUR THE CENTER CALL 405-265-4550



hr@yukonps.com
hr.yukonps.com

HR NOTIFICATIONS

- Insurance/Benefit Elections you are making now are through December 2025
- Open Enrollment in the fall is for January 2026
- YPS Insurance & Benefits Website - benefits.yukonps.com
- YPS Human Resource Website - hr.yukonps.com
- [Work Calendars 2025/2026](#) (Start Date)
- [Employee Discounts](#) and [YPS Employee Forum](#)
- ID Badge





HR OFFICE

OFFICE HOURS

Mon - Thur 7:00am - 4:30pm

Fri 7:00am - 4:00pm

SUMMER OFFICE HOURS

(June - July)

Mon - Thurs 7:00am - 3:30pm

hr@yukonps.com | hr.yukonps.com

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PAYROLL SPECIALIST

CRYSTAL JOHNSON X-1049

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BENEFITS & INSURANCE SPECIALIST

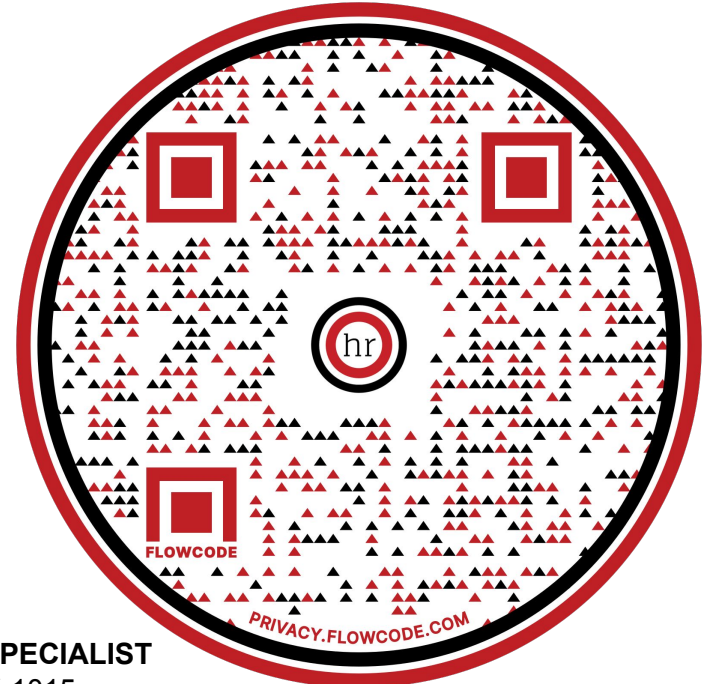
JENNIFER POWERS X-1015

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PAYROLL CLERK

MONICA MILLER X-1014

monica.miller@yukonps.com



[SCAN ME]

**NEW HIRE
ONBOARDING
PRESENTATION**



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