

Staff Quick Reference Guide

Last Updated: 11.20.2020

Topic	Quick Description	Questions? Who to contact.
SMARTer:	<p>Is found on the school website under staff resources. This is where you find your paystub, print your W-2 form, look at leave balances, find district forms, place orders, vehicle checkouts, etc.</p> <p>LOGIN: PASSWORD:</p>	<p style="text-align: center;"><u>Barb Ripley</u> extension: 4236 email: bripley@vikes.us</p> <p style="text-align: center;">OR</p> <p style="text-align: center;"><u>Shari VerDorn</u> extension: 4162 email: sverdom@vikes.us</p>
District Forms	<p>Is a tab in SMARTer that houses a variety of staff information such as the following:</p> <ul style="list-style-type: none"> 403(b) Availability Notice Direct Deposit Forms Employee Handbook Master Agreement Requests for Course Credit Salary Schedules Support Staff Benefits Insurance Plan Information TimeClock Plus Instructions Vouchers W-4s 	<p style="text-align: center;"><u>Barb Ripley</u> extension: 4236 email: bripley@vikes.us</p> <p style="text-align: center;">OR</p> <p style="text-align: center;"><u>Shari VerDorn</u> extension: 4162 email: sverdom@vikes.us</p>
Sick Leave Protection Bank:	<p>Specific information can be found in SMARTer under district forms. It would be found the in the Master Agreement or Personnel Benefits. An employee can join the sick bank at the beginning of the school year. Employees who wish to be a member of the sick leave protection bank should contact the District office by email. Employees will be assessed one day of sick leave. When an employee has used all of his/her sick leave, they may, apply in writing to the sick bank for additional days necessary for themselves or to care for immediate family members such as a spouse or child.</p>	<p style="text-align: center;"><u>Barb Ripley</u> extension: 4236 email: bripley@vikes.us</p> <p style="text-align: center;">OR</p> <p style="text-align: center;"><u>Shari VerDorn</u> extension: 4162 email: sverdom@vikes.us</p>
Group Health Insurance	<p>Specific plan information can be found in SMARTer under district forms. Employees who are eligible for health insurance have four deductible rates to choose from:</p> <ul style="list-style-type: none"> *VEBA \$1200 deductible *\$3200 deductible W/Wout H.S.A. *\$5000 deductible W/Wout H.S.A. *\$6000 MVP W/Wout H.S.A. (ACA plan) 	<p style="text-align: center;"><u>Barb Ripley</u> extension: 4236 email: bripley@vikes.us</p> <p style="text-align: center;">OR</p> <p style="text-align: center;"><u>Shari VerDorn</u> extension: 4162 email: sverdom@vikes.us</p>
403b	<p>Specific plan information can be found in SMARTer under district forms. Employees may contribute to a 403(b) Tax Deferred Annuity. Employees who work more than 33 hours per week qualify for the 403(b) match program by the district. Amounts vary based on employee type and years working in the district.</p>	<p style="text-align: center;"><u>Barb Ripley</u> extension: 4236 email: bripley@vikes.us</p> <p style="text-align: center;">OR</p> <p style="text-align: center;"><u>Shari VerDorn</u> extension: 4162 email: sverdom@vikes.us</p>
Ordering	<p>SMARTer is used for ordering. You can log in to SMARTer by looking under staff resources on the school website. Once into SMARTer click on "Online Shopping" and begin shopping using Amazon or Express.</p>	<p style="text-align: center;"><u>Rudy Martinez</u> extension: 4078 email: rmartinez@vikes.us</p>
Vehicle Check-Out	<p>Log in to SMARTer by looking under staff resources on the school website. Once into SMARTer look for "Vehicle Calendar". You are able to select a date and vehicle from this screen.</p>	<p style="text-align: center;"><u>Shari VerDorn</u> extension: 4162 email: sverdom@vikes.us</p>

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<p>TimeClock Plus:</p>	<p>Is found on the school website under staff resources. This is where you would request an absence. Hourly staff also use this to clock in and out daily. LOGIN: PASSWORD:</p>	<p><u>Barb Ripley</u> extension: 4236 email: bripley@vikes.us</p> <p>OR</p> <p><u>Shari VerDorn</u> extension: 4162 email: sverdorn@vikes.us</p>
<p>Skyward:</p>	<p>Is found on the school website under staff resources. This is the student information system (SIS) used by teachers for attendance and grading purposes. LOGIN: PASSWORD:</p>	<p><u>Emily Evenson</u> extension: 4445 email: eevenson@vikes.us</p> <p>OR</p> <p><u>Lauren Siebels</u> extension: 4036 email: lsiebels@vikes.us</p>
<p>Internet</p>		<p><u>Bill Simmons - PRHS</u> Extension: 4829 email: bsimmons@vikes.us</p> <p>OR</p> <p><u>Ubelio Fernandez-Tabet VES</u> extension: 5201 email: fernau@vikes.us</p>
<p>Voicemail</p>		<p><u>Bill Simmons - PRHS</u> Extension: 4829 email: bsimmons@vikes.us</p> <p>OR</p> <p><u>Ubelio Fernandez-Tabet VES</u> extension: 5201 email: fernau@vikes.us</p>
<p>Phone Directory</p>	<p>There is a phone directory housed within our phone system. You can push the directory button and then type the contact name. Their name and extension should appear on the display screen to be selected for a call.</p>	<p><u>Emily Evenson - PRHS</u> extension: 4445 email: eevenson@vikes.us</p> <p>OR</p> <p><u>Lois Aas - VES</u> extension: 5301 email: laas@vikes.us</p>
<p>Email</p>	<p>We use Microsoft outlook. An email address will assigned to you. This can be access through the school website under Staff Resources.</p>	<p><u>Bill Simmons - PRHS</u> Extension: 4829 email: bsimmons@vikes.us</p> <p>OR</p> <p><u>Ubelio Fernandez-Tabet VES</u> extension: 5201 email: fernau@vikes.us</p>