



THE SCHOOL DISTRICT OF PHILADELPHIA

New Employee Reference Sheet

Getting Started at SDP

Zimbra: Your District Email

Email Website: <https://zimbra.philasd.org/>

- Register your District email at www.philasd.org/login
 - On the right, click where it says “To register for an Employee Portal and Email Account, click here.”
 - If you are an existing employee or were formerly employed by the School District within the past three years, you are already registered for an account and must recover your password by following this link: <https://bit.ly/2HKDQBs>
 - We expect employees to use District email for all internal communications, and it is your professional responsibility to check your District email regularly.

Accessing Your Employee Portal

Employee Portal: www.philasd.org/login

- Username is your email handle (without the @philasd.org) into your employee portal, you do not need to include “@philasd.org” at the end of your username
- The Employee Portal provides access to a variety of resources, including: Kronos, Payroll info/pay stubs, IT HelpDesk, Employee Transfer Request App and/or Site Selection, Summer Program application, etc.

Kronos: Timekeeping System

Kronos Resources: <https://www.philasd.org/erphelp/kronos/>

- All SDP employees must use Kronos to record their time worked each day by clocking in and clocking out.
- To access Kronos in order to clock in/clock out, you can either use the Kronos Kiosk (if reporting to work in person), Kronos Website within your Employee Portal, or download the Kronos Mobile Application.
- Kronos FAQ: <https://bit.ly/39uhWOA>

Google Drive & Google Classroom

Google: accounts.google.com/login

- Ask your supervisor to share essential documents with you on GoogleDrive (docs, sheets, slides, etc). You will login into Google using your full SDP email, including @philasd.org

Payroll: Pay Schedule, Direct Deposit, Paychecks

Payroll Contact: payrollhelp@philasd.org

- Paychecks are issued every 2 weeks. Payroll calendar is at www.philasd.org/payroll/ and click the payroll schedule on the right.
- Paychecks are mailed to your address on file for you (unless you enrolled in direct deposit). Checks may be delivered 1-2 business days after the original pay date.
- If your address changes, you must update it at <https://bit.ly/3kJZ94N>
- If you enrolled in direct deposit, *it may take a few paychecks to take effect*. To verify if your direct deposit request went through, login to your Employee Portal, click “Employee Payroll Information”, then click “Pay statements” and, under “Check disposition” see if your paycheck has been mailed (“outstanding”) or directly deposited (“cleared”).
- If you have a question about what something on your paycheck means, please go to this link: <https://www.philasd.org/payroll/services-for-employees/paychecks/>
- Payroll FAQ: <https://www.philasd.org/payroll/faqs/>

Dental, Prescription & Vision Benefits

Benefits Contact: benefits@philasd.org - Connect with Benefits to determine if your position is eligible to receive benefits.

- Benefits vary by union and health insurance coverage is activated based on your start date.
 - Start dates between the 1st-15th, benefits will start on the 1st of the following month (i.e. start date of 8/1/18, benefits start 9/1/18)
 - Start dates between the 16th-31st, benefits will start on the 1st of the next following month (i.e. start date 8/16/18, benefits start 10/1/18)
- Benefits FAQ: <http://bit.ly/BenefitsFAQ>

Please see the other side for more information!



HELP! Who do I contact if...

I'm having trouble registering my SDP email:

- If it says your registration has expired, you will need to contact the IT Help Desk at 215-400-5555, or helpdesk@philasd.org. If you email, include your full name, and a good telephone number to reach you at.
- If it says the information entered is incorrect, please contact staffing@philasd.org or (if you know) your designated Talent Specialist. Please include your full name, and position.

I need employment verification:

- Employee Records, employeerecords@philasd.org, handles all employment verification. To learn more, please follow this link: <https://www.philasd.org/employeerecords/services/employment-verification/>

I need to request a day off:

- Contact your direct manager for approval and then follow processes for your school/department.
- To request a sub and/or AESOP log-in information, contact the Kelly Educational Services (KES) Scheduling Team at 855-535-5955 (open Mon-Fri, 5AM-6PM), or email kesschedule@kellyservices.com
 - If you need additional AESOP support, please email Substitute Services at SSUhelpdesk@philasd.org and/or review their website <https://jobs.philasd.org/sub/>

I need to take a medical leave of absence (FMLA, parental, etc):

- Employee Health Services handles all medical leaves - <https://www.philasd.org/employeehealth/>
 - To request a leave, please follow this link: <https://forms.gle/NvkxduqBesyC4cgbA>
- Inform your supervisor of the anticipated leave so they may determine appropriate coverage.

I need to request an accommodation and/or work modification:

- To request an accommodation based on your own disability, please complete this form: <https://forms.gle/uzmo1MXtNfGpKq9W9>
- To request a work modification based on being a member of a vulnerable population, please complete this form: <https://forms.gle/AvS9hkLVv2EssJMQA>

I need to resign/retire from the District:

- Inform your supervisor, and complete/submit the resignation/retirement form provided by the Office of Retirement.
 - To access, follow this link and click "Resignation-Retirement Form with Checklist" <https://www.philasd.org/benefits/retirement/forms/>
 - Please note: your resignation/retirement is not accepted until the completed/signed form is submitted to the Office of Retirement.

Important Information:

Positive COVID-19 Test

- Any employee who tests positive for COVID-19 **must** notify Employee Health Services of the test results by emailing CoronaVirusReport@philasd.org on the day of the receipt.

Inclement Weather

- Check SDP social media sites and news channels for information on delays, closings or after-school activities being canceled.
 - District Hotline: 215-400-INFO, or visit the SDP website (www.philasd.org)
 - Facebook: Like Us @PhillySchools
 - Twitter: Follow Us @PHLSchools
- Announcements of delayed openings or closings will be made by 5-6AM of the impacted day.
- The Central Office ("440") will remain open, unless it is announced that it will be closed.

Employee Guides for Working Remotely:

- For all staff - please go to this link: <https://bit.ly/3e9GWev>
- For teachers, counselors, nurses, and other school-based staff - please go to this link: <https://bit.ly/3kIfQh3>

Union Contact Information:

- PFT: 215-587-6738
- District 1201: 215-627-9220
- Local 634: 215-483-6000
- CASA: 215-236-7222
- SPAP: 215-400-4630

Do you have a question or need information that was not included on this reference sheet?

Contact Talent Support Services:

<https://jobs.philasd.org> | staffing@philasd.org