



WELCOME TO WCPSS

5 TIPS FOR GETTING OFF TO A GREAT START

YOUR NOTES:

<p>1. Complete the following: TODAY! Date: _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit your “Certifying employee Status Under Retirement Reemployment Laws” form <input type="checkbox"/> Submit your “Employment Eligibility Verification” form (19) <input type="checkbox"/> Get your WCPSS ID Badge 	
<p>Within the FIRST WEEK after your hire date: _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enroll in (or decline) benefits (https://wcpss.hrintouch.com) (includes medical, dental, vision, and all other supplemental benefits) (You have only 30 days to do this. Don’t miss the deadline!) <i>(Refer to Benefit Enrollment handout)</i> <input type="checkbox"/> Claim your Wake ID (follow instructions on email that is sent to your personal email account) <i>(Refer to “WakeID Portal: Claim Staff Account” handout)</i> http://mywakeid.wcpss.net/downloads/claim_wakeid.mp4 <input type="checkbox"/> Obtain Employee ID number on 1st day of employment (Ask your principal/supervisor for this number) <input type="checkbox"/> Login to WakeID Portal (https://wakeid.wcpss.net) to access internet-based resources including Outlook for your email and WakeConnect, our intranet site 	
<p>Within TWO WEEKS after your hire date: _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tour WakeConnect site (https://wakeconnect.wcpss.net) (including staff directory, department directory and other resources available to employees) <i>(Refer to “Welcome to WakeConnect” handout)</i> <input type="checkbox"/> Log in to the WCPSS Employee Self Service site (You will receive an automated email through your WCPSS Outlook email account with this login information 5-7 days after your hire date) <i>(Refer to “Employee Self Service Instructions” handout)</i> <ul style="list-style-type: none"> <input type="radio"/> Set up online direct deposit for your electronic paychecks <input type="radio"/> Set up your tax withholdings (W-4, NC-4) and <input type="radio"/> Update your personal mailing address information 	
<p>After you receive your first paycheck check: _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Log in to the NC Retirement plan website (https://orbit.myncretirement.com) <i>(Refer to “NC Retirement System: Setting Up Your ORBIT Account” handout)</i> <ul style="list-style-type: none"> <input type="radio"/> Create your ORBIT account <input type="radio"/> Identify your beneficiaries for retirement contributions and death benefits 	

<p>2. Stay informed – visit the following frequently to learn about what is happening at Wake County Public School System and to stay up to date</p> <ul style="list-style-type: none"> ▪ WakeConnect https://wakeconnect.wcpss.net (You'll find important employment information and announcements here) ▪ WCPSS Twitter https://twitter.com/WCPSS ▪ Facebook www.facebook.com/WCPSSTEAM 	
<p>3. Take initiative – stay actively involved in learning about your job and your department</p> <ul style="list-style-type: none"> ▪ Employee Handbook http://www.wcpss.net/employeehandbook (The handbook contains important employment information including leaves and rates that you earn leave, longevity) ▪ Set up a meeting to speak with your new supervisor about your job, work expectations, school & departmental policies and other resources available to you as an employee of WCPSS. 	
<p>4. Ask questions and take notes - Even the same ones you asked last week! You will be learning a tremendous amount of information. Expect to have “information overload” at times. Ask questions to clarify your understanding of expectations and practices. And be sure to make notes about what you are learning so you can refer back to them.</p>	
<p>5. Know your resources – and use them!</p> <ul style="list-style-type: none"> ▪ Benefits: <i>WCPSS New Employee Benefits Quick Reference Guide (refer to handout)</i> http://bit.ly/WCPSSbenefits ▪ Employee Calendars: (These calendars identify pay dates through the year) http://bit.ly/wcpssemployeecalendars ▪ WakeConnect: https://wakeconnect.wcpss.net ▪ Questions about New Employee Benefits: Tonya Johnson tjohnson7@wcpss.net ▪ Your on-site go-to person for information (lead secretary) 	

Quick Reference Guide

TOPIC	CONTACT	PHONE	EMAIL/WEBSITE
New Employee Benefit Questions	Tonya Johnson	919-533-7232	tjohnson7@wcpss.net
Medical, Dental and Vision Enrollment	HR InTouch	855-859-0966 Enrollment Help	https://wcpss.hrintouch.com
Address Change	Employee Self-Service	919-664-5700	https://wakeconnect.wcpss.net > Employee Portal
New Employee Questions	Human Resources	919-533-7200	https://wakeconnect.wcpss.net/sites/newemployees
WakeID	Help Desk	919-664-5700	http://mywakeid.wcpss.net/
Payroll & Benefits Dependent Documentation	Compensation Services	919-431-7517 FAX	benefits@wcpss.net or payroll@wcpss.net
Medical Coverage	NC State Health Plan	888-234-2416	www.shpnc.org
Dental Coverage	Delta Dental	800-662-8856	www.deltadental.com
Vision Coverage	Superior Vision	800-507-3800	www.superiorvision.com
Flexible Benefits/Colonial	Pierce Group	919-577-0700	www.piercergroupbenefits.com
401 K Retirement Options	Prudential	866-627-5267 919-435-8030 FAX	www.nc401k.prudential.com
403(b) and 457 Annuity	VOYA	919-622-4235	www.voyaretirement.voyaplans.com
Longevity and Transfer of Leave Balances	Human Resources	919-533-7200 919-589-6457 FAX	hr-longevity@wcpss.net
Name Change	Human Resources	919-533-7200	https://wakeconnect.wcpss.net/sites/forms
Email	Help Desk	919-664-5700	emailsupport.wcpss.net
Earnings and Benefits Statement	Compensation Services	919-664-5700	earningsbenefits.wcpss.net
Retirement	Orbit - NC Retirement Plan	877-627-3287	https://orbit.myncretirement.com

WELCOME TO WCPSS!

TASKS TO COMPLETE

Week One:

- Enroll or decline benefits > <https://wcpss.hrintouch.com>
- Claim your Wake ID
- Obtain Employee ID number from supervisor
- Login to WakeID Portal > <http://wakeid.wcpss.net>
- Familiarize yourself with WakeConnect > <https://wakeconnect.wcpss.net>

By the End of Week Two:

- Complete direct deposit, tax withholdings (W-4, NC-4) and update address through Employee Self Service (WakeConnect > Workspaces > Employee Portal > Employee Self-Service)

After you receive your first check:

- Elect beneficiaries for retirement contributions and death benefit > www.myncretirement.com

STAY INFORMED

Internal Communication Channels

- <https://wakeconnect.wcpss.net>
- www.twitter.com/WCPSSTeam
- www.facebook.com/WCPSSTeam

External Communication Channels

- www.wcpss.net
- www.twitter.com/WCPSS
- www.facebook.com/WCPSS

KNOW YOUR RESOURCES

- Employee Handbook > www.wcpss.net/employeehandbook
- Your Supervisor
- WakeConnect (Benefits, Human Resources, Employee Calendars)
- Job description, expectations
- Departmental policies and procedures
- New Employee Benefits: Tonya Johnson > tjohnson7@wcpss.net



2021 Medical Plan Rates

Full-Time Employees

Traditional 70/30 Plan

Traditional 70/30 Plan																				
	Employee Only	Escrow	Total	Escrow	Total	EE + Child(ren)	Escrow	Total	Escrow	Total	EE + Spouse	Escrow	Total	Escrow	Total	EE + Family	Escrow	Total	Escrow	Total
Premium Credit	12, 10.2, 11.2	10	10	11, 11.4	11, 11.4	12, 10.2, 11.2	10	10	11, 11.4	11, 11.4	12, 10.2, 11.2	10	10	11, 11.4	11, 11.4	12, 10.2, 11.2	10	10	11, 11.4	11, 11.4
None	\$85.00	\$17.00	\$102.00	\$7.73	\$92.73	\$278.00	\$55.60	\$333.60	\$25.27	\$303.27	\$650.00	\$130.00	\$780.00	\$59.09	\$709.09	\$658.00	\$131.60	\$789.60	\$59.82	\$717.82
Tobacco Attestation	\$25.00	\$5.00	\$30.00	\$2.27	\$27.27	\$218.00	\$43.60	\$261.60	\$19.82	\$237.82	\$590.00	\$118.00	\$708.00	\$53.64	\$643.64	\$598.00	\$119.60	\$717.60	\$54.36	\$652.36

Enhanced 80/20 Plan

Enhanced 80/20 Plan																				
	Employee Only	Escrow	Total	Escrow	Total	EE + Child(ren)	Escrow	Total	Escrow	Total	EE + Spouse	Escrow	Total	Escrow	Total	EE + Family	Escrow	Total	Escrow	Total
Premium Credit	12, 10.2, 11.2	10	10	11, 11.4	11, 11.4	12, 10.2, 11.2	10	10	11, 11.4	11, 11.4	12, 10.2, 11.2	10	10	11, 11.4	11, 11.4	12, 10.2, 11.2	10	10	11, 11.4	11, 11.4
None	\$110.00	\$22.00	\$132.00	\$10.00	\$120.00	\$365.00	\$73.00	\$438.00	\$33.18	\$398.18	\$760.00	\$152.00	\$912.00	\$69.09	\$829.09	\$780.00	\$156.00	\$936.00	\$70.91	\$850.91
Tobacco Attestation	\$50.00	\$10.00	\$60.00	\$4.55	\$54.55	\$305.00	\$61.00	\$366.00	\$27.73	\$332.73	\$700.00	\$140.00	\$840.00	\$63.64	\$763.64	\$720.00	\$144.00	\$864.00	\$65.45	\$785.45

Employer Cost: \$521.96

Dental Insurance

Delta Dental - Group Number 1206-0001

Available to permanent full-time employees working 30 hours or more per week, job-share employees and employees contributing to the NC State Retirement System.

Plan election remains effective throughout the Plan Year and cannot be changed and/or cancelled without a qualifying life event.

Eligibility

- Employees must enroll within 30 days of date of hire.
- Coverage begins the first of the month following hire date.
- Within thirty days of a [Qualifying Life Event](#)
- Employer contribution does not apply to dependents.

Benefits

Self-funded Dental Plan provided by WCPSS and administered by Delta Dental since 2018.

- Plan Year begins each January 1
- Flexible Benefits Plan allows for pre-tax deductions
- [Dental Plan Summary](#) and [Dental Certificate](#)
- [PPO Network Savings](#)
- [Consumer Toolkit Flyer](#)
- [Mobile App Flyer](#)

Dental Benefits Summary

Individual Calendar Year Maximum - \$1250 (PPO and Premier), \$1000 (Non participating providers)

Individual Calendar Year Deductible - \$50

Family Calendar Year Deductible - NONE

Preventive Services - 100%, no deductible

Basic Services - 50%, subject to calendar year deductible

Major Services - 50%, subject to calendar year deductible

Orthodontic Services (dependent children to age 26) - 50%

Orthodontic Lifetime Maximum - \$1,000

Premiums - Permanent Full-Time Employee Contribution

	12 Mo Employee Year Round / Modified	11 Mo Employee 11 Deductions	10 Mo Employee 10 Deductions
Employee Only	\$6.00	\$6.55	\$7.20
Employee + Family	\$47.41	\$51.72	\$56.89

Vision Insurance

Available to permanent full-time employees working 30 hours or more per week, job-share employees and employees contributing to the NC State Retirement System.

Plan elections remain effective throughout the Plan Year and cannot be changed and/or cancelled without a qualifying life event.

Eligibility

- Available within thirty days
- Available within thirty days of a [Qualifying Life Event](#)
- Annual enrollment is offered

Employee Responsibility

- Personal information is correct on plan documents
- Report payroll deduction discrepancies
- Submit Dependent Verification Documentation
- Submit Proof of Qualifying Life Event
- Employees need to keep a copy of their Benefits Summary and Benefit Detail Report.

Benefits and Premiums

Administered by Superior Vision Services, Inc.

- [Summary](#)
- [Plan Information](#)
- [LASIK Eye Surgery](#)
- [Exclusive Eyewear Discounts](#)
- [HIPPA](#)
- [Out of Network Option](#)

Plan Year begins each January 1

- Flexible Benefits Plan allows for pre-tax deductions
- Payroll deduction amount is based upon contract length
- Employer contribution towards premium does not apply

Rates

	12 Mo Employee Year Round / Modified	11 Mo Employee 11 Deductions	10 Mo Employee 10 Deductions
Employee Only	\$9.88	\$10.78	\$11.86
Employee + One	\$19.17	\$20.91	\$23.00
Employee + Family	\$28.16	\$30.72	\$33.79

UNDERSTANDING THE IMPORTANCE OF YOUR WORKDAY CALENDAR

Employee calendars are posted on WakeConnect > Workspaces > Calendars – Employee. At the beginning of each year, please review your specific calendar. Your pay is based on your calendar. These days should be worked exactly as listed. A customized calendar requires approval from Human Resources. For additional details, visit WakeConnect > Compensation Services. Calendars include a payroll schedule that lists pay dates.

CALENDAR LEGEND CATEGORY	NOTE
Pay Periods are marked by alternating shades of color.	With the exception of days marked H and A, all days in color must be worked or eligible leave must be taken.
Track Out days are shaded grey on year-round calendars.	These days are not paid and are the only days that can be worked at another location as a regular substitute
Required Annual Leave - A	Pre-scheduled for 10 and 11-month employees. They may not be swapped with other days and annual leave is automatically deducted. Employees may not work at another location as a regular substitute.
Holiday - H	Paid. Employees do not work on these days.
Workday - W	Only listed on instructional calendars. At this time, personal leave may be taken on these days with no monetary deduction. Oracle will automatically process this unless the employee has a custom calendar (and their secretary will need to contact payroll).





WCPSS staff and students use the WakeID Portal to access multiple WCPSS tools and applications including Google, Canvas, Office 365 and more.

New staff members must claim their WakeID prior to their first login. Once claimed, staff members can access WakeID applications. Learn more about WakeID at <http://mywakeid.wcpss.net>.

NOTES:

- The claim account process takes **5-10 minutes**. Complete the entire process once you begin.
- Students do not need to claim their WakeID account.

Claim Your WakeID Account

1. Using Google Chrome or Firefox, visit <http://wakeid.wcpss.net>.

2. Click **Claim My Account**.

- This **must** be done prior to first login.
- This will only need to be done once.

3. Answer each of the questions displayed.

- **Date of birth** must be entered as follows:
Year as **4-digits** – e.g. 1981;
Month as **2-digits** – e.g. 03;
Day as **2-digits** – e.g. 21
- The answers **must match** the information in your WCPSS Human Resources record.

4. Click **Next**.

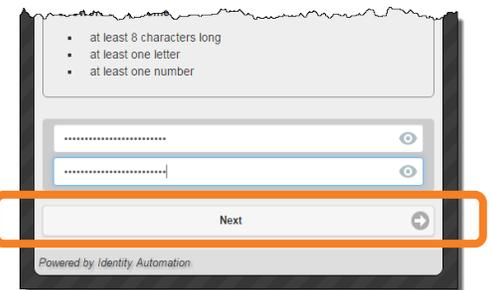
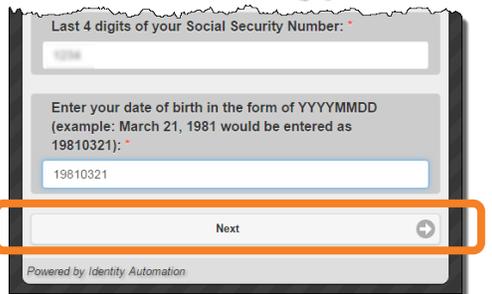
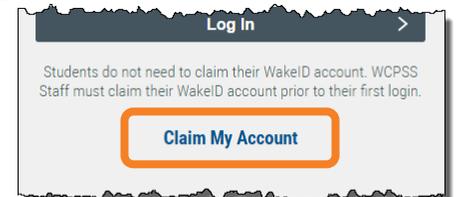
5. Update your **password**.

- Follow the Password Requirements displayed.
- Enter your **new password** in both form fields.

NOTE: Your WakeID password is one password that allows access to multiple WCPSS applications.

6. Click **Next**.

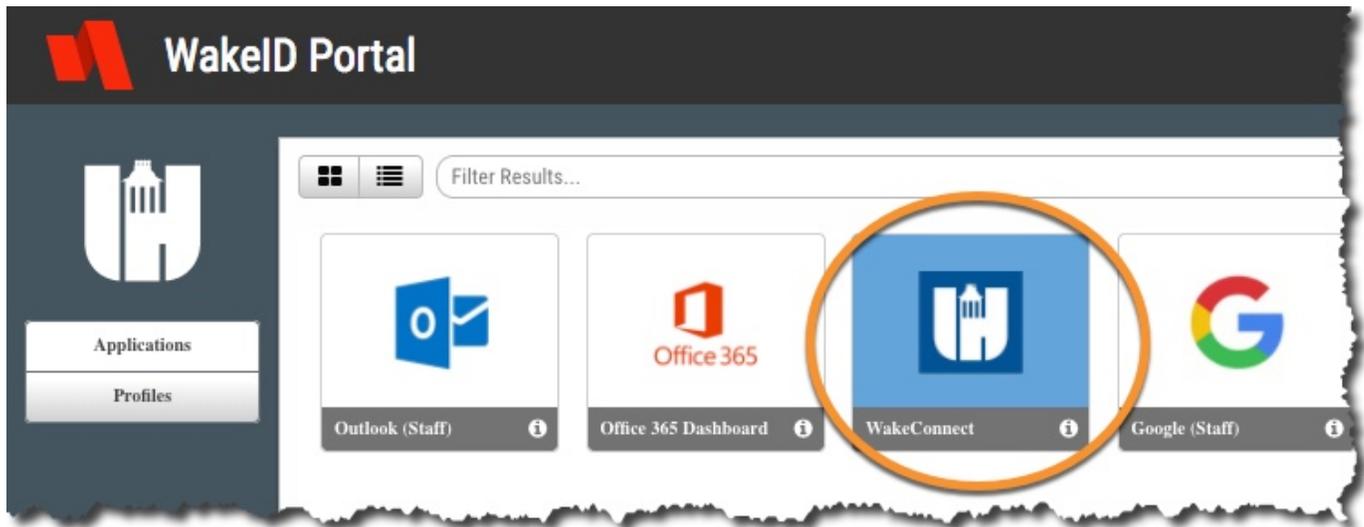
- Claim My Account is **complete**.
- **Never share** your password with others.
- Return to <http://wakeid.wcpss.net> to login.





Log In

You should access WakeConnect by logging into the WakeID Portal at <https://wakeid.wcpss.net/> and selecting the WakeConnect tile.



If you access WakeConnect at <http://www.wakeconnect.wcpss.net> and you are not logged in, you will be redirected to the WakeID Portal login.

If you have trouble logging in or you need help claiming your WakeID account, please visit <http://mywakeid.wcpss.net>.

You will always have access to WakeConnect, **EVEN AT HOME**, as long as you are logged into the WakeID Portal.

WakeConnect Overview

Core components of the WakeConnect homepage, starting at the top:

1. Apps and Tools

- Links to many district-wide applications and tools including Aesop, PayStub, Oasis, and more.
- Provides employees an additional way to access popular tools such as Canvas and Powerschool.
- Organize your most important applications under the **MyApps** tab by selecting **Manage**.

2. Personalize

- Select topic tabs to personalize the types of stories you see on in the **SmartFeed** on your WakeConnect homepage.

3. Notification Bell

- Receive notifications when intranet content is changed or new content is added.

4. Search Bar

- Intranet search results organized into four categories:
 - **News:** News stories/blog posts;
 - **Sites:** Results from sites in Workspaces;
 - **Office:** Coming soon; and
 - **People:** Results from the Directory.

5. Profile Card

- Add additional information, skills and a photo by selecting the green circle with the three dots and selecting “edit.”

6. Workspaces

- Location for bulk of intranet content.

Workspaces include:

- **Offices and Programs**
 - Where departments post resources employees need to do their jobs. For example, the Health Services site includes links to important employee training modules as well as forms. The Print Shop site includes information on how to get a quote or place an order.
 - Site pages follow a consistent format. Most include sections for What We Do, Resources, Contact Us as well as a news blog and “buckets” of additional information which link to sub-pages, Google folders or documents.
- **Employee Portal**
 - Houses important information regarding benefits, salary, leave, calendars, employee training, teacher support, evaluations and more.
 - Find all types of resources related to employee life.
- **Application Support**

- Includes sites with information, quick guides and other resources to help employees use WakeConnect as well as some external applications such as SchoolMessenger and SchoolWires.
- **Collaborative Spaces**
 - Sites for specific groups of employees to access their files, links and other resources all in one place.

7. **Directory**

- Employee directory searchable by name, skills or department.
- Information matches data in the Staff Whitepages of the WakeID Portal
- Employees have the opportunity to supplement their WakeConnect Profile Card with a photo, skills, work experience and more.

8. **Stories**

- Archive of all Videos, News and Insights.
- Searchable by keyword, topic tag or date.

9. **Alert**

- Critical information about technology outages or weather closings.

10. **Smart Feed**

- This bar features news and other important information related to the topic tags you have selected under the “Personalize” feature.

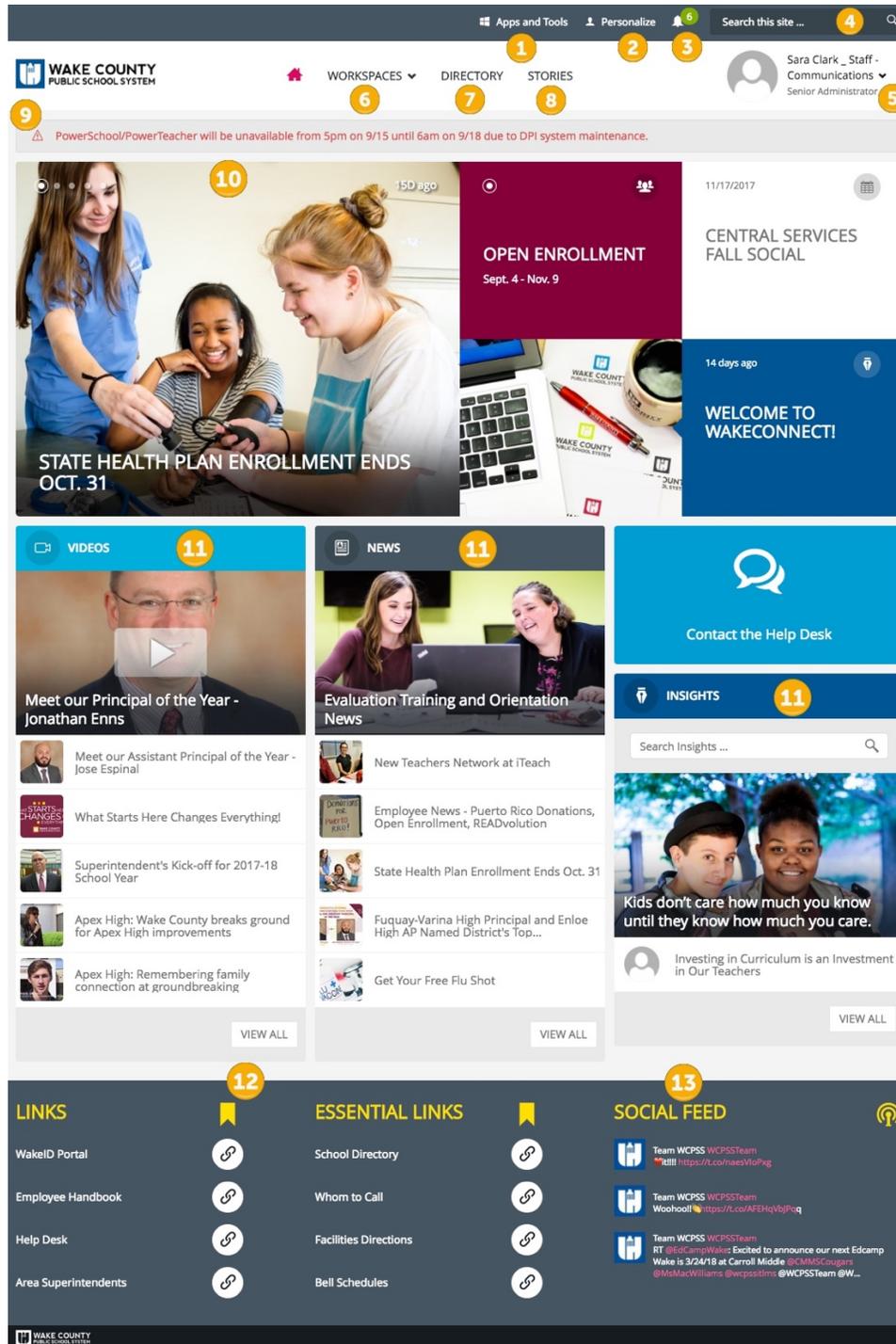
11. **Video, News and Insights Feeds**

- View most recent videos, news articles and insights posted to the homepage.
- Select **View All** at the bottom of each feed or search this content based on content type (**Video, News, Insight**) and topic tags.

12. **Links and Essential Links**

- Important information and resources.

13. **@WCPSSTeam Twitter Feed**



- | | | |
|-----------------------------|------------------------|------------------------------------|
| 1. Apps and Tools | 5. Profile Card | 9. Alert Bar |
| 2. Personalize | 6. Workspaces | 10. Stories |
| 3. Notification Bell | 7. Directory | 11. Videos, News, Insights |
| 4. Search Bar | 8. Stories | 12. Links |
| | | 13. @WCPSSTeam Twitter Feed |

EMPLOYEE SELF-SERVICE INSTRUCTIONS

FROM ANY WCPSS-CONNECTED COMPUTER

Wakeconnect.wcpss.net > Workspaces > Employee Portal > Employee Self-Service > Log in to Employee Self-Service (ESS)

- Enter your user name and password. Your user name is the same as your email user name.
- Re-enter your user name > Forgot Password. This will generate an email to the Help Desk/Technology Services.
- Reply from Help Desk will include a link to reset your password.
- Your password must contain an alpha character, a numeric character and no repeating characters.
- Contact Help Desk with any questions: helpdesk@wcpss.net or 919-664-5700.

From Oracle > WCS Employee Self Service > Choose the application you need:

- Address Information
- State Tax Information
- Federal Tax Information
- Direct Deposit Information

Update > I Agree > Continue (Review changes.) > Submit > Back to home (Takes you to ESS Home Page.)

Updates entered in ESS by the 5th of each month are effective for the next payroll cycle.



TRANSFER OF STATE SERVICE AND LEAVE BALANCES

Wake County Public School System, Attn: HR, 5625 Dillard Dr., Cary, NC 27518. (919) 533-7200
Email: hr-longevity@wcpss.net Fax: 919-589-6457

Section 1: Please check the appropriate box and follow the corresponding directions.

- A. No prior NC state government service. (Complete Section 2, then return form to HR)
- B. Last state government employer was WCPSS. (Complete line below and Section 2, then return form to HR)
Employment dates _____ Position _____
- C. Last state government employer was NOT WCPSS. (Complete Section 2, then forward form to the most recent NC government employer. Employer will complete Section 3 and return form to employee, who will review and remit form to WCPSS HR).

Section 2: TO NEW/RETURNING EMPLOYEE: I have answered Section 1 and have read the back of this form.

Employee's Name: _____ SS#: XXX - XX - _____
 Employee's Signature: _____ Date: _____

It is the responsibility of the employee to request transfer of state service and leave balances, and ensure that WCPSS, HR receives the completed form. Failure to provide this information could result in loss of longevity payment and inaccurate leave accrual rates.

Section 3: TO PRIOR NC STATE GOVERNMENT EMPLOYER: Please complete the form as indicated below, and return to the employee.

Prior Employer: _____ Employee's Position _____

Dates of Service (Please specify if employment was full-time or part-time):

From: _____ to _____ Full-Time Part-Time Hrs _____
 From: _____ to _____ Full-Time Part-Time Hrs _____

****TOTAL STATE SERVICE: _____ YEARS _____ MONTHS**
(This is the total time transferred into your agency plus time worked at your agency)

Leave Balances: (Please convert to days)

Sick Leave	Annual Leave	Personal Leave	Spc. Annual Bonus

Contract Length: 10 Month 11 Month 12 Month *Subject to State Personnel Act? Yes No
 Month to receive longevity check: _____ Date of last payment: _____ Months paid: _____
 Was employee granted career status with your school system: Yes - Date: _____ No

The above information was provided and completed by:

Signature: _____ Title: _____
 Date: _____ Agency: _____
 Phone: _____ Fax: _____

TRANSFER OF STATE SERVICE AND LEAVE BALANCES

Credit for prior NC state service and leave may be transferred to Wake County Public School system from other North Carolina state agencies according to NC Office of State Personnel policy.

Longevity or total state service defined:

Longevity/total state service is the time of full-time or part-time (20 hours or more) employment of employees with a permanent or part-time appointment, subject to the State Personnel Act. If an employee so appointed is in pay status or is on authorized military leave or workers' compensation leave for one-half or more of the regularly scheduled workdays and holidays in a pay period, credit shall be given for the entire pay period. If an employee's work schedule is less than 12 months and the employee works all the months scheduled (e.g., a school year), the agency shall credit time for the full year; however, if the employee works less than the scheduled time, the agency shall credit time on a month for month basis for the actual months worked.

What is the longevity benefit?

Longevity is to recognize long-term service. An eligible employee who has at least ten (10) years of total state service shall receive a lump sum payment annually.

What does longevity/total state service affect?

Longevity/total state service only affects the rate that you earn annual leave and the percentage at which you receive longevity payment. See below for rate of annual leave and longevity percentages.

Years of State Service	Days of Leave Earned per Month of Employment
Less than 5 years	1.17
5 but less than 10 years	1.42
10 but less than 15 years	1.67
15 but less than 20 years	1.92
20 years or more	2.17

Years of Service	Longevity Pay Rate
10 but less than 15	1.50 percent
15 but less than 20	2.25 percent
20 but less than 25	3.25 percent
25 or more	4.50 percent

Longevity Payment:

The amount of longevity pay is a percentage of the employee's annual rate of pay on the employee's anniversary date. The percentage is determined by the length of longevity/total state service. (See percentage chart above)

Where can I find my longevity/total state service listed?

You can find your longevity/total state service listed on your WCPSS electronic paystub under "years of service".

Years and months of creditable longevity/total state service listed here.

Transaction Date (Trans. Number)		Employee Name	Employee Address		School / Department
Period Start	Period End	Years of Service	Pay Level	Dental Coverage	Medical Coverage
		10 yrs 8 mths			