



NAVIGATING YOUR HR QUESTIONS

If I want to know about...	I can find the answer by....
My work schedule	<ul style="list-style-type: none"> • Going to the SWBOCES website and on the Human Resources Department page under Employee Resources you will find the calendars or click on the link below. http://www.swboces.org/groups/49386/human_resources/calendars • Referring to my contract found on the SWBOCES website • Checking with my supervisor
How to replace a lost or damaged badge	<ul style="list-style-type: none"> • If you work at 450 Mamaroneck Avenue, please contact the LHRIC Service Desk. • If you work at any other location, please contact Judy Bullitt, Human Resource Clerk, at jbullitt@swboces.org or call 937-3820 ext. 4523

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How to update personal information such as a name change, address, etc.	<ul style="list-style-type: none"> • Going to the SWBOCES website and completing a Data Change Form located on the Human Resources Department page under Employee Resources in Forms and Documents or click on the link below. https://echalk-slate-prod.s3.amazonaws.com/private/groups/49385/site/fileLinks/e69c2849-ef12-427e-b669-a408e731f061?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&Expires=1900586017&response-cache-control=private%2C%20max-age%3D31536000&response-content-disposition=%3Bfilename%3D%22Personal%2520Data%2520Change%2520Form%252010%252019.pdf%22&response-content-type=application%2Fpdf&Signature=DNBNOWIF2Ck9xzSsl%2FX94Uu6tXA%3D • Send completed form to Human Resources Attn. Joanne Lawson, Secretary to School Administrator, at jlawson@swboces.org • Or visit https://wincapbwe.com/ and update your information there. If you are unable to access WinCapWeb, please contact Mary Ann Melendez via email at mmelendez@swboces.org
Vacation, Personal and Sick Days	<ul style="list-style-type: none"> • Referring to my contract found on the SWBOCES website or review your Terms and Conditions of Employment (TACOE) • Checking my balances in WinCap Web at https://wincapweb.com/ If you don't have a Win Cap Web account please contact Mary Ann Melendez, Executive Assistant for Human Resources, at mmelendez@swboces.org or call (914) 937-3820 ext. 4558 • A Request for Time Off form can be found on the Human Resources page under Employee Resources in Forms and Documents or by clicking on the link below. http://www.swboces.org/groups/49386/human_resources/forms_and_documents • A Request for Time Off form for <u>LHRIC staff</u> is done through eforms https://ns-forms.eboces.org/TimeOffRequests.nsf/insideframe?open&login=1&p=NSFSA6LJVC • For specific questions please contact Diane Sedacca, Personnel Clerk, at dsedacca@swboces.org or call (914) 937-3820 ext. 4506
Calling in sick	<ul style="list-style-type: none"> • For student-based programs, contact your supervisor regarding the use of AESOP • For all other programs, contact your supervisor and follow your center's procedures

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Sick Bank	<ul style="list-style-type: none"> Referring to my contract found on the SWBOCES website or reviewing your Terms and Conditions of Employment (TACOE) Sick Bank Forms are available by contacting the Human Resources Department For specific questions please contact Diane Sedacca, Personnel Clerk, at dsedacca@swboces.org or call (914) 937-3820 ext. 4506
Family Medical Leave Act (FMLA)	<ul style="list-style-type: none"> Reviewing the law at http://www.dol.gov/whd/fmla/ Applications for FMLA are available on the Human Resource website http://www.swboces.org/groups/49386/human_resources/forms_and_documents To apply employees must contact Diane Sedacca, Personnel Clerk, at dsedacca@swboces.org or call (914) 937-3820 ext. 4506
Employee Assistance Program	<ul style="list-style-type: none"> Going to the SWBOCES website on the Human Resources Department page or clicking on the link below. http://www.swboces.org/groups/49386/human_resources/eap Calling 1-800-252-4555 or 1-800-666-5327 Contacting the Human Resources Department
Replacing a medical plan ID card	<ul style="list-style-type: none"> Contacting Jodi Rivero, at jrivero@sboces.org or 914-937-3820, ext. 4509 or Alison Strauzer, at astrauzer@swboces.org or 914-937-3820, ext. 4511 in the Benefits Department. A new card will be ordered and arrive at your home within 10-14 business days.
Compensation for waiving benefits	<ul style="list-style-type: none"> Southern Westchester BOCES does not offer any type of cash compensation for declining benefits.

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Changes to benefit elections	<ul style="list-style-type: none"> • Contacting the Benefits Department: <div> <div>Alison Strauzer</div> <div>Jodi Riverso</div> <div>(914) 937-3820 ext. 4511</div> <div>(914) 937-3820 ext. 4509</div> <div>astrauzer@swboces.org</div> <div>jriverso@swboces.org</div> </div> • Changes can be made during the Open Enrollment period, which happens in December, and changes made are effective January 1st. • Changes may also be made if you experience a Qualifying Life Event during the year such as: <ul style="list-style-type: none"> ○ Marriage ○ Divorce ○ Birth/Adoption of child ○ Death ○ Loss of other coverage • You have a 30-day window from the date of event to make the necessary changes.
Additional information concerning your benefits	<ul style="list-style-type: none"> • Referring to your respective Union Contract or Terms and Conditions of Employment (TACOE). • Visiting the SWBOCES website. You will find information regarding your benefits on the Human Resources Department page on by clicking on the link below. http://www.swboces.org/groups/49386/human_resources/benefits • Contact the Benefits Office at: <div> <div>Alison Strauzer</div> <div>Jodi Riverso</div> <div>(914) 937-3820 x4511</div> <div>(914) 937-3820 x4509</div> <div>astrauzer@swboces.org</div> <div>jriverso@swboces.org</div> </div>

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Payroll, changing deductions, direct deposit, paychecks, W-2's	<ul style="list-style-type: none"> • Going to SWBOCES website on the Business Office page under Payroll links or click on the link below. http://www.swboces.org/groups/49388/business_office/special_payroll_date • Login on to WinCap Web at https://wincapweb.com/ • Contacting Richard Ruszczyk at rruszczyk@swboces.org or calling (914) 937-3820 ext. 4525 or Nora Moran at nmoran@swboces.org or calling (914) 937-3820 ext. 4513.
Employee Number	<ul style="list-style-type: none"> • Checking your paycheck. Your employee number is located on the top left corner of your paycheck. • This information is also located in the employee demographic tab by logging into WinCap Web or click on the link below. https://wincapweb.com/
Certification	<ul style="list-style-type: none"> • Going to the TEACH home page at www.highered.nysed.gov/tcert/teach/home • For answers to most of your questions click on "Topics A-Z" or use the link below. http://www.highered.nysed.gov/tcert/topics_az.html • Additional information can be found on the SWBOCES website on the Human Resources Department page of by clicking on the link below: http://www.swboces.org/groups/49386/human_resources/certification • For additional assistance, contact Cynthia Bambace, Regional Certification Officer, at cbambace@swboces.org.

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My TEACH username and password	<ul style="list-style-type: none"> • By contacting TEACH directly. If you forgot your username and/or password please email: TEACHHELP@nysed.gov • You will need your name, last four digits of your social security number and date of birth.
Requirements for Additional Certification	<ul style="list-style-type: none"> • Going to the TEACH home page and click on “Certification”. Then click on “Search Certification Requirements” and a drop down menu will guide you or use the link: http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do • For information about New York State Teacher Certification Exams go to http://www.nystce.nesinc.com/ • For additional assistance, contact Cynthia Bambace, Regional Certification Officer, at cbambace@swboces.org.
Registration and CTLE Requirements	<ul style="list-style-type: none"> • Going to the Office of Teaching Initiatives website. Registration is required every five years for all permanently and professionally certified Teachers, Administrators and Teaching Assistant Level III. For more information, click on the link below: http://www.highered.nysed.gov/tcert/resteachers/registration.html • 100 CTLE hours must be completed every five years for those holding a Professional and Teaching Assistant Level III certification. For more information click on the link below: http://www.highered.nysed.gov/tcert/resteachers/ctle.html

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<p>Course Approval for Salary Schedule Movement and Anticipated Salary Movement Request (student based programs only)</p>	<ul style="list-style-type: none"> • Referring to my contract found on the SWBOCES website. • Going to the SWBOCES website and completing a Course Approval Request Form located on the Human Resources Department page under Employee Resources in Forms and Documents or click on the link below. https://echalk-slate-prod.s3.amazonaws.com/private/groups/49385/site/fileLinks/e42381c3-90c1-4231-8b02-98a985f94298?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&Expires=1819492830&response-cache-control=private%2C%20max-age%3D31536000&response-content-disposition=%3Bfilename%3D%22Course%2520Approval%2520Request%2520Form%2520-%25202%2520pages.pdf%22&response-content-type=application%2Fpdf&Signature=QGyQuo1pBiJ6bh1gIXJXN3k1RI%3D • Completing an Anticipate Salary Movement Request Form located on the Human Resources Department page under Employee Resources in Forms and Documents or click on the link below. https://echalk-slate-prod.s3.amazonaws.com/private/groups/49385/site/fileLinks/1f4dd12e-219c-43f2-841c-e04c2701997b?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&Expires=1900586945&response-cache-control=private%2C%20max-age%3D31536000&response-content-disposition=%3Bfilename%3D%22Anticipated%2520Salary%2520Movement%2520Form%2520and%2520Guidelines.pdf%22&response-content-type=application%2Fpdf&Signature=KXFXRqN7zuYc6Uacjmwhdc5myAg%3D • Send completed form to Human Resources Attn. Joanne Lawson
<p>Questions regarding years of service</p>	<ul style="list-style-type: none"> • Contact Mary Ann Melendez at mmelendez@swboces.org or call (914) 937-3820 ext. 4558

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Frontline Professional Growth/My Learning Plan	<ul style="list-style-type: none"> • All new hires will be provided with a Frontline Professional Growth/My Learning Plan account. Diane Sedacca, Personnel Clerk, will send an email informing employees they will receive an email invitation from Frontline with instructions on how to set up and access their account. • If you are locked out from your Frontline Professional Growth/My Learning Plan account and need to reset your password, please contact Diane Sedacca, Personnel Clerk, at dsedacca@swboces.org or call (914) 937-3820 ext. 4506.
Frontline Professional Development (MyLearning Plan) final approval	<ul style="list-style-type: none"> • Once you attend a course or training, go into your account and make sure you mark it complete. • If you have any issues with the final approval process, please contact Mary Ann Melendez at mmelendez@swboces.org or call (914) 937-3820 ext. 4558
Verification of Employment or Loan Forgiveness Applications	<ul style="list-style-type: none"> • Send forms to the Human Resources Department Attn. Joanne Lawson • For additional assistance please contact Joanne Lawson at jlawson@swboces.org or call (914) 937-3820 ext. 4538
GCN Trainings	<ul style="list-style-type: none"> • Go to www.gcntraining.com and log in to review all mandated training tutorials required for the current school year. • If you have any issues with your log in credentials, please contact Mary Ann Melendez, Executive Assistant for Human Resources at mmelendez@swboces.org or call (914) 937-3820 ext. 4558

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WinCap web	<ul style="list-style-type: none"> • To check attendance balances, to print paystubs, or for any other similar information log into WinCap Web at https://wincapweb.com • If you have any issues logging in to your account, if you need a password reset or you do not see your account records populate, please contact Mary Ann Melendez, Executive Assistant for Human Resources at mmelendez@swboces.org or call (914) 937-3820 ext. 4558