

HR UPDATES– Effective January 2018

Beginning January 2018, the “*District/School Related Activity or Request for Third Party Reimbursement Form*” will be significantly modified as follows.

- Requests for District/School Related Activities will no longer be required or submitted. Absences entered into AESOP and Skyward must include notes to indicate details of the District/School Related Activity. These reports will be reviewed monthly by both the HR Substitute Office and Payroll Department. The administrative assistant or person responsible for substitutes at your location will be contacted if insufficient information is submitted or discrepancies exist.
- A NEW “*Request for Third Party Reimbursement Form*” was created and is required when any outside agency will be reimbursing the District for the cost of a substitute. (See attached)

NEW HR Websites:

<http://workatjordan.org/>

(replaces *hr.jordandistrict.org*)

<http://workatjordan.org/adminonly/>

(replaces *hr.jordandistrict.org/AdminOnly*)

<http://workatjordan.org/hrconnections/>

(replaces *hr.jordandistrict.org/secretaryconnections*)

For your convenience, please bookmark these new websites.