

HUMAN RESOURCES QUARTERLY

September 2025

Reminder

Review all Comply emails!

All clearance tracking is in Comply. You will receive emails to your district email address from Comply **6 months** before your clearances are due. Failure to upload updated clearances in comply will result in an unpaid suspension.

IMPORTANT!

All employees are required to wear their badges during work. If you need a new ID badge please contact Human Resources to schedule a time to get a new badge.

Haley Stallsmith: 814-874-6080

When scanning documents to HR, please use the subject line.
Providing context allows the HR staff to serve you more efficiently.



INTRODUCING...

Please join us in welcoming Selena Lane as our new Benefits Manager! Reach out at slane@eriesd.org with any benefit questions.

Children turning 19, must be a full-time student to remain on the dental/vision coverage. Prior to the start of each semester you must send a copy of their full-time student schedule to:
bai.studentverification@hubinternational.com

Multi-Day Absences in Frontline:

When creating multiple day absences, you must select each calendar day for proper tracking. Make sure to double check you absence before submitting it to make sure its correct!

EEA Only: Additional Duties

To ensure prompt & timely processing of additional duty hours. Please enter all weekly hours by the following Monday 9am (at the latest) for processing. Entries made after Monday 9am will be processed the following pay by emailing payrollissues@eriesd.org.

SALARY RECLASSIFICATION (EEA ONLY)

Thank you for sending in your salary reclassification information before the deadline!
Here is what to expect next:

- All salary reclassification must be approved by the Board of Directors. Check your salary reclass by looking at the board meeting notes on October 8th.
- Once approved, expect your new pay calculation on the October 17th pay (anticipated).
- Please note that retro pay will be calculated back to August 19, 2025.

**Salary reclass deadline date was the 15th day of the 1st semester.*

