

WELCOME TO

DADE COUNTY BOARD OF EDUCATION

Listed below is a checklist for a few things that you may need to make sure that you have within our Central Office.

- 1. Application of Employment**
- 2. Verification of Previous Employment**
- 3. Georgia Certificate (or other State Certificate/License)**
- 4. Resume if available and any Official Transcripts**
- 5. Insurance will be effective September 1, 2021
(Example – Employment begins July 29, 2021)**

- 6. State Health Benefits Plan is now ON-Line for your convenience. SHBP Enrollment Portal and Call Center Sheet is available for you.**

- 7. Direct Deposit is available for your Monthly Payroll check. You as an employee will be able to make up to Five (5) different transactions with your Payroll Check, (Example Savings Account \$500.00; different checking account \$200, the remaining balance will go into your Checking Account)**

- 8. Payroll checks will begin August 31, 2021 that will be your Monthly salary until August 31, 2022. If you are NEW to Georgia School System you will be paid for 13 months. Our monthly payroll checks will be provided to the employees on the last working day of each month, with the exception of two months, November, we pay before we go out for Thanksgiving Break and December, we pay the day that we leave for Christmas Break.**

- 9. Dental, Life, Disability, Flexible Spending Account and Vision the information concerning most of our plans will be available at this sight www.mydadebenefits.com Your elections of Life, Disability, Flexible Spending Account, Dental and Vision, after you have made your decision the plans that you would like, please come by my office and I will make those selections within my office, for the introductory selection.**

- 10. Dade County Board of Education, provides a \$10,000.00 Basic Life Policy for all Full Time eligible Employees that are hired with benefits.**

11. Teachers Retirement System TRS www.trsga.com 6% of your gross earnings will be deducted each month from your Monthly Payroll Check, this goes toward your Retirement.
12. Sick Leave Days, are very valuable on TRS. Sick Leave balance day can be added to your Retirement when you get ready to Retire. So, be wise with your Sick Leave Days and save as many as you possibly can.
13. Sick Leave Information Each employee will earn 1.25 days for each month (Example 10 month employees will receive 12.5 days for the year.)
14. Vendors, we have several Vendors that are available for any type of Service that you may need. AFLAC, American General, Chattanooga Area Schools Federal Credit Union, different types of 403B Plans. Please contact me if you would like to seek any of these types of services from a Vendor.

Access to Dade County Schools Personnel forms, Fingerprint Process and MyDadeBenefits.com; Georgia Professional Standards Establish Georgia Professional Certificate, is located on the www.dadecountyschools.org Homepage, click on Departments & Programs, Human Resource, to the left of the page is Employee Fingerprinting, Personnel Forms, to the right of the page is Georgia Professional Standards Commission, MyDadeBenefits and Teach Georgia.

Since You are a new employee, I normally have the employee to schedule an appointment to come to my office and complete the Insurance Enrollment for the first time, to make sure that you have Enrolled or Waived all of your Benefits that are available for you as an employee. Completion of your Fingerprints, and Georgia Certification.

Retrieve for Employees which is located on your Dade County Schools homepage.. retrieve for Employees, this site allows you to be able to view your Monthly Pay Stub, W-2; Contracts and etc.

If you need any Help please feel free to contact me at anytime.

If you have any questions on any items such as Salary, Insurance Information, Sick Leave Days, Certification and Retirement, if I don't have an answer to your question, I will try to find the answer you may need.

I will try my Best to give you the Best!

Thanks, Judy Walden

Call me at 10020 within the school directory; or email at judywalden@dadecs.org