

Name Badge

Upon hire you will receive a name badge they will need to wear at all time when on campus. If you lose or need a replacement notify HR and they will print a new one and either pony it to you or you can pick up at HR. If HR has a photo on file then we can print one up otherwise you will need to make an appointment to get a new photo taken.

District Email

You will receive an email to your personal email through goggle. The email will include your district email address and temporary password.

We use the Google system for our PGUSD domain.

You can use the Google mail website and/or download the Google Mail app for your phone.

website: mail.google.com

username: is typically your First initial and Last name@pgusd.org in the event we have a duplicate name in the district the email would then typically be your First name.Last name.

District Forms

District forms can be found on District webpage www.pgusd.org under the staff tab/ staff forms

Keenan SafeSchool

Every fall you will need to complete the assigned Keenan trainings. They can be found on the district webpage under Staff/ Staff links. [Keenan Safe Schools – Required Safety Training on-line Courses](http://pgusd-keenan.safeschools.com/login) pgusd-keenan.safeschools.com/login

Login will be you district email address. No Password is needed

Emergency Forms

Every fall you will need to fill out or update your current Emergency Form. You will see an email from InformedK-12 that HR will send out. Please complete it at your earliest convenience.

Attendance Sheets

Attendance sheet are kept in the main office at your site. You need to track your time on these sheet each month.

Certificated Personal Necessity Leave Form and Classified Personal Necessity Leave Form can be found in the PGTA or CSEA contract and Orientation Handbook Complete this form and submit to supervisor for approval before leave.

Upon return the Certificated Absence Report or Classified Absence Report will need to filled out and approved by your supervisor.

Your office manager can help answer questions with these two forms.

If you require a substitute please put you substitute request into Frontline/Aesop as soon as possible.

Frontline/Aesop

You will be provided a Frontline account from HR upon hire. You will get an email to your district email from Frontline/Aesop follow link to set up your username and password. This is the absence management system that we use. If you cannot remember your username or forgot your password please call or email HR. They can give you your username or reset your password.

Reference the Employee Quick start Guide

Please contact Angela Lippert (831) 646-6593 alippert@pgusd.org or Kimberly Ortiz (831) 646-6553 kortiz@pgusd.org if you have any questions.