

# Help!! Quick Reference Guide for Guest Teachers

## Questions about....

### **Leave Management System**

Adding schools or subjects

Not receiving jobs

Locked out of system

Payroll related issues

### **PeopleSoft**

All problems

### **Professional Development**

Availability of courses for Guest Teachers

Course completion status

### **General Questions**

Paperwork

Changing personal information

Ending Employment

### **Safety Training Program Glitches\***

Frozen Screen

Inability to click on correct answer

Unable to log in

\*REMINDER - IT TAKES 4 WEEKS (30 DAYS) FROM YOUR HIRE DATE FOR SAFE SCHOOLS LOG IN TO BE AVAILABLE FOR YOU TO COMPLETE YOUR TRAINING.

You have 60 days from your hire date to complete the Safety Training. If it has been more than 30 days from your hire date and you are still unable to log in contact Heather Cook at 239-461-8486 to confirm your Employee ID number (EID/DID).

### **Self-Service Website**

School District Email

Username & Password

### **<https://selfservice.leeschools.net>**

**<https://acceptableuse.leeschools.net>**

### **[Bencor \(FICA Alternative\)](#)**

Distribution of funds after ending sub employment

All other Bencor questions

## Contact:

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(Payroll Department)

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Sherry Leonard: 239-337-8590

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(Safety & Security Department)

**<https://selfservice.leeschools.net>**

IT Help Desk: 239-337-8221

IT Support: 239-337-8221

**[HelpDesk@LeeSchools.net](mailto:HelpDesk@LeeSchools.net)**

SDLC Staffing & Talent Mgt.

239-337-8197

Bencor (local): 239-689-3554

**[http://lcapst.org/bencor/FICA\\_EasyAccess\\_Flyer.pdf](http://lcapst.org/bencor/FICA_EasyAccess_Flyer.pdf)**

