

Help!! Quick Reference Guide for Guest Teachers

Questions about....

Leave Management System (LMS)

Adding schools or subjects

Not receiving jobs

Locked out of system

Payroll related issues

PeopleSoft

Login questions and concerns

Enterprise Learning Management (ELM)

Professional Development

Current Coordinator: Christine Christensen, M.A.

ChristineCh@LeeSchools.net

General Guest Teacher Questions

Paperwork

Changing personal information

Ending Employment

SafeSchools 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

Acceptable Use of Internet Training

<https://acceptableuse.leeschools.net>

Bencor (FICA Alternative)

Distribution of funds after ending sub employment

All other Bencor questions

http://lcapst.org/bencor/FICA_EasyAccess_Flyer.pdf



Contact:

Christine Blanchard: 239-335-1445

ChristineABL@LeeSchools.net

(Payroll Department/LMS-SFE)

IT Helpdesk: 239-337-8221

HelpDesk@LeeSchools.net

ELM HelpDesk

Help.ELM-PeopleSoft@LeeSchools.net

* All available course info is emailed every Monday to all District employees at their District email address.

* Please refer to ELM in PeopleSoft to register for a course or review your course completion status.

Karen Quinn: 239-461-8486

KarenQu@LeeSchools.net

(Staffing & Talent Management)

Safety & Security Department

Office: 239-337-8590

<https://selfservice.leeschools.net>

IT Help Desk: 239-337-8221

IT Support: 239-337-8221

HelpDesk@LeeSchools.net

SDLC Staffing & Talent Mgt.

239-337-8197

Bencor (local): 239-689-3554