



Other Resources & Information

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	Tell me more...
ESS/Frontline (Absence Management)	This site is used for staff (except for Administrative Support/Group C employees) to submit requests for time off and allows for substitutes to view and fill these openings. New hires will receive an email invitation within their first few days of employment from ESS/Frontline to create their account. This email expires after 24 hours so it is important to address right away. Once your account has been created, you will have access to these valuable resources.
CSIU Staff Portal	The Staff Portal is an area for you to access your employee information, including your absences, pay stubs, pay history, W2 and other payroll related information. New hires will receive an email invitation titled "Welcome to FIS Software" from noreplyfis@schoolport.org with information to create their account.
TSA Consulting Group https://trident.tsacg.com/Public/Plan_Details.php?employer=1374	Resource information and plan management for all employees regarding optional voluntary employee retirement contributions into a 403(b) or 457(b) account. You can also find the most current Meaningful Notice and Annual Retirement Benefits Guide and view a list of authorized investment providers. The phone numbers provided are for the company's headquarters, but they will be able to provide you with contact information for a local financial advisor. To set up an account and/or cancel an account, please contact the investment provider directly. To start, stop and/or make changes to contributions, please reference the tutorial sheet that can be found by selecting the Other Resources & Information icon above.
PSERS (PA Public School Employees Retirement System) https://www.pa.gov/agencies/psers	PSERS is a state-sponsored retirement plan for public school employees and participation is mandatory once qualified. Review resources including contact information and the Member Self-Service (MSS) Portal where you can access your PSERS account, retirement calculators to estimate your benefit, and a library of financial education articles to assist you in your journey to financial wellness and retirement. New hires are automatically enrolled in a specific membership class and will receive a welcome packet detailing how to build service credit, make class choices, and plan for the future. Please note, PSERS has a time sensitive election window which allows you a one-time choice to keep your assigned membership class or switch to another available membership class. It is important that you review your welcome packet right away for further information.
EAP (Employee Assistance Program)	When facing personal problems, you might struggle with where to turn for help. The EAP offers a no cost, confidential place to find the answers that work for you.
Pay Schedules	Review pay dates and pay period start and end dates. Items that require a paper timesheet MUST be submitted to the Payroll & Benefits Office by the end of the day listed in the "Paper Items to Payroll" column.
Cafeteria Account	If you would like to set up a cafeteria account to purchase breakfasts and/or lunches, please work directly with your building's cafeteria staff.