

CCSD New Hire Checklist

OnBoarding Activites, Payroll & Benefits

<https://hcm.ccsd.net>

Welcome to the Clark County School District!

With the completion of your I-9 Form, this checklist is sent to help you navigate through the series of steps required for OnBoarding Activities, Payroll, and Benefits Enrollment. All Human Resources OnBoarding Activities, Payroll and Benefits information requiring your attention will be accessed through HCM (Human Capital Management) using your CCSD Standard ID/Active Directory (AD) Credentials.

Your AD Credentials are created within 24-48 hours from your official Start Date or when Human Resources enters your completed hired information into HCM. Once your AD Account is created, you should receive an email via the email address on your Taleo application indicating when you should be able to claim your account.

Claim your AD account: To claim your account you must be on the CCSD network [i.e., either at a physical CCSD location and logged into the Network or WIFI with AD credentials...OR...If not at a physical CCSD location, you must be logged in/connected using your VPN.] Then, visit: <https://myaccount.ccsd.net>. Click the "Claim Your Account" button and follow the four-step process.

If you are still unable to claim your account after the 24-48 hours time frame, call the User Support Help Desk at (702) 799-3300.

Important Contact Information

Talent Acquisition Team	(702) 799-2992 (Option 1)
Compensation & Contracting (Licensed)	(702) 799-2812 (Option 1)
Compensation & PayData (Support/Police)	(702) 799-2812 (Option 2)
Payroll (All Staff)	(702) 799-5351
CCSD Benefits (All Staff)	(702) 799-5418 (See other side for more details)
Employee Management Relations (EMR)	(702) 799-0210
Administrative Services	(702) 799-5484

Know Your Employee Rights: <https://ccsd.net/employees/current/employment/information#agreements>

Human Resources / OnBoarding Activities

Once you receive your Standard ID and have claimed your Active Directory (AD) account password, log into <https://hcm.ccsd.net>, click on the OnBoarding Activities Tile and complete the list of required acknowledgements. Be sure to complete this as soon as possible to prevent any potential processing delays.

After you review each document and click the acknowledgement check box, you will no longer have access to view the document. We suggest that you print or screen shot the required acknowledgements as they contain information that you may need to refer to after you complete all of your OnBoarding Activities within HCM/Employee Self Service.

After 24-48 hours of your Start Date:

- | | |
|--|--|
| <input type="checkbox"/> Claim your AD Account | <input type="checkbox"/> Log Into HCM/Employee Self Service |
| <input type="checkbox"/> Read "Know Your Employment Rights" | <input type="checkbox"/> Complete all steps in the OnBoarding Activities Tile |
| <input type="checkbox"/> Verify your information in the Personal Details Tile | |

Please ensure you have a local address.

For any questions, please contact your Talent Acquisition Team.

Payroll

Once you receive your Standard ID/AD Log In and have claimed your account, log into <https://hcm.ccsd.net>, click on the **Payroll** Tile and set up **Payroll Direct Deposit**.

While in the **Payroll** Tile, update **W-4 Federal Tax Withholding**, view future tax documents and paychecks and review the Payroll Calendars.

Note: After enrolling in Direct Deposit, your first paycheck will be a paper check. Direct Deposit will start on or after the second check.

- Set Up **Direct Deposit** on the **Payroll** Tile
- Update **W-4 Federal Tax Withholding** in the **Payroll** Tile

HCM "How To" Guides

Once you receive your Standard ID/AD Log In, you can view the Training Manuals:

Employee Self Service Essentials Manual

<https://training.ccsd.net/resources-2>

Click the first tab "**HCM - Human Capital Management**" then scroll down for step-by-step HCM guides:

Manuals: Employee Self Service Essentials Manual

Time & Absence Guides

Benefits: New Hire Benefit Election Guides

Benefits

If you are scheduled to work at least 20.5 hours per week in a full/part time position, you are eligible for Health & Wellness benefits on the **first day of the month following your date of employment**. You cannot elect your benefits until you have access to the Active Directory, but you have a 31-day window to choose your health plan. If this window is missed, your next opportunity to enroll is during the annual Open Enrollment, or if you experience an eligible life event.

Administrators, Support and Police Professionals: Log into <https://hcm.ccsd.net> to enroll in health insurance. You have a choice of plans, so **enrollment is not automatic**. For health insurance, click on the **Benefit Details** Tile and select "Benefits Enrollment" in the left column. Follow the steps, upload supporting documents and click SUBMIT.

Certified & Licensed Professionals: Do not elect health insurance through the HCM Portal. Please go to www.ththealth.org for more information and to elect health insurance. **Elect** or **Opt Out** within 31 days of your hire date or you will be auto-enrolled into the following plans: Signature Plan with Dental HMO and Standard Vision at a per paycheck cost to you.

You will assign your **Employee Final Pay Designee** and **Life Insurance Beneficiary** in the **Benefit Details** Tile. Your final paycheck and life benefits are given to your assigned beneficiaries in the event of your death, while employed by CCSD. Employee Final Pay Designee is in the left hand column of the Benefit Details Tile. The Life Insurance line will appear on the Benefit Summary screen, after the first of the month following your start date and once you elect health insurance. See the checklist below.

(Substitute/Temp positions are not eligible for health or life insurance at the time of hire, but can contribute to the 403(b)/457(b) retirement plans, access the Employee Assistance Program and should assign an Employee Final Pay Designee.)

Learn more about your benefits before your start date by going to your bargaining unit's website noted below.

Before your Start Date:

Review your benefit options online

Anytime after the 1st of the month, following date of hire:

Designate your **Life Insurance Beneficiary**
*Within the Benefit Details Tile, on the Benefit Summary screen, click the Life benefit line to designate a beneficiary. **Administrators:** Update via Beneficiary Form with CCASAPE.*

On your Start Date:

Elect (or Waive) **Health Benefits** within 31 days
 Designate your **Employee Final Pay Designee**

Visit the **NV PERS & Retirement Plans** tab in HCM to learn about your retirement savings options.

Who Manages Your Plans?	Where to Find Information	Who to Call with Questions?
Support Professionals & Police	CCSD Benefits Department	ccsd.net
Support Professionals' and Police health plans are managed by the CCSD Benefits Team . HCM enrollment is sent to carriers every Friday.	For benefit guides, summaries, and to watch a Benefits Presentation, go to www.ccsd.net/departments/employee-benefits/group-health-insurance	The CCSD Benefits Team can answer questions about Support & Police health benefits: (702) 799-5418
Certified Professionals	Teachers Health Trust	ththealth.org
Certified Professionals' health plans are managed by the Teacher's Health Trust (THT) . Do not elect health insurance through the HCM Portal.	Visit www.ththealth.org/newhire to enroll, find Benefit guides, FAQs, rates, and to watch a New Hire Benefits Presentation .	Call THT for questions about Certified/Licensed health benefits: (702) 794-0272
Administrative Professionals	CCASAPE	ccasa.net
Administrative Professionals' health plans are managed by CCASAPE . HCM enrollment is sent to CCASAPE daily.	Visit www.ccasa.net and click "HEALTH BENEFITS" to review your plans. A CCASAPE representative will be reaching out to you to schedule an Orientation .	Call CCASAPE/UMR for questions about Administrative benefits and to schedule an orientation: (702) 632-5614
All Staff / CCSD Benefits	PERS	Quick It Ticket
The 403/457(b) tax savings retirement plans, Employee Assistance Program (EAP) and other supplemental & voluntary benefits are managed by the CCSD Benefits Team. Call (702) 799-5418 or go to www.ccsd.net/departments/employee-benefits/programs-plans to find links to these vendors' websites.	<u>Public Employees Retirement Program</u> After 90 days of employment, go to www.nvpers.org and create your PERS account and designate a Survivor Designee for your CCSD Pension. (702) 486-3900 Visit the NV PERS/Retirement Plans Tile in HCM.	You can email the Technical, HR, Payroll or Benefit Teams for assistance by submitting a QuickIt Ticket : https://QuickItf.ccsd.net For immediate Technical Support, call the User Support Help Desk : (702) 799-3300