

CCSD New Hire Checklist

OnBoarding, 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, Payroll, and Benefits Enrollment. All Human Resources OnBoarding, 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

OnBoarding	(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

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 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:

- ☐ Claim your AD Account
 - ☐ Read "Know Your Employment Rights"
 - ☐ Verify your information in the **Personal Details** Tile
- Please ensure you have a local address.

- ☐ Log Into **HCM/Employee Self Service**
- ☐ Complete all steps in the **OnBoarding** Tile

For any questions, please contact your Human Resources 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. **Enrollment is not automatic.** If this window is missed, your next opportunity to enroll is during the annual Open Enrollment, or if you experience an eligible life event.

Certified & Licensed Professionals: Please go to www.ththealth.org for more information and to elect health insurance.
Do not elect health insurance through the HCM Portal.

All Others: Log into <https://hcm.ccsd.net>. For health insurance, click on the **Benefit Details** Tile and select "Benefits Enrollment" in the left column. Follow the steps and click SUBMIT. Life Insurance will appear on the Benefit Summary screen, after the first of the month following your start date. See the checklist below.

You will assign your **Employee Final Pay Designee** on the **Benefit Details** Tile. Your final paycheck and life benefit are given to your assigned beneficiaries in the event of your death, while employed by CCSD. Employee Final Pay Designee is the last tab in the left hand column of the Benefit Details Tile.

(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 CCASAP.

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	CCASAP	ccasa.net
Administrative Professionals' health plans are managed by CCASAP . HCM enrollment is sent to CCASAP daily.	Visit www.ccasa.net and click "HEALTH BENEFITS" to review your plans. A CCASAP representative will be reaching out to you to schedule an Orientation .	Call CCASAP/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, Supplemental & Voluntary Benefits and The Life Connection (TLC) /Employee Assistance Program (EAP) 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. Be sure to designate a Survivor Designee for your CCSD Pension. (702) 486-3900	You can email the Technical, HR, Payroll or Benefit Teams for assistance by submitting a QuickIt Ticket: https://QuickIt.ccsd.net For immediate Technical Support, call the User Support Help Desk: (702) 799-3300