



Shenendehowa

Central Schools

Electronic Initiative

The Human Resources & Business Offices are transitioning to electronic communications to improve efficiencies for all employees.

Stay informed and up to date with regular access to the following systems:

- Shenet.org email – Employees of the District are provided a shenet.org email address at the start of their employment. This email address is used for regular communications with all staff. **Check your email daily to stay informed.**
- HR@Hand – Benefits portal available to all permanently appointed employees of the District that allows you to enroll, view and modify your benefit coverage including health insurance, dental insurance, 403B, flex spending, buyouts, etc. Employees are required to access this portal via www.shencsd.bswift.com for any and all benefit elections/changes/waivers.
- Wincap Web Employee Self Service Portal (ESS) – Employee portal available to all permanently appointed employees of the District that allows you access to your personal information including paychecks, W-2s, attendance, etc. More features are expected to be released during 2016-2017 school year.
- Substitute Request System – Instructional staff can report absences, request a substitute and provide detailed information and attachments (lesson plans, instructions, etc.). We are currently evaluating various substitute systems for an anticipated roll out by September 1, 2016.
- On-line Application Process (OLAS) – An electronic application process for all interested candidates (internal/external) to apply for all jobs (instructional & non-instructional) at Shenendehowa online via www.OLASjobs.org. Effective October 1st, paper applications will no longer be accepted. More information will be disbursed soon.

For your convenience, we will be hosting a variety of training sessions during the summer and throughout the upcoming school year. Stay tuned for dates/times.

Additionally you may contact Jennifer Cornell at cornjenn@shenet.org or ext. 68403, or Rebecca Hull at hullrebe@shenet.org or ext. 68503 with any questions or concerns.