January 25, 2010

Dear Principals,

We want to inform you about the transition to our new personnel database. Please forward this to any staff who are involved in your employee records. There are four phases to the transition:

Phase 1. In 2009, you were sent the list of employees at your school that we had in our old database. We asked that you provide termination dates for terminated employees on that list. Thank you for submitting that information.

Phase 2. At the January 2010 Principals' Meeting you were given a list of employees from your school generated, as of November 2009, from ADP data. Please advise us if there are employees missing and again supply termination dates where appropriate. If you are a Level II school, you may not have gotten this list and you can ignore this phase.

Phase 3. (You are going to love this!) In the near future, you will be able to use Applitrack for one-click to access your internal employee files and to create your substitute list.

Phase 4. In the 2010-2011 school year, all employees will be required to have an Applitrack internal (portfolio) file. This year we are requiring these files for instructional staff only.

All employees must have current Safe Environment training and a SETA ID. In the past, this ID was unknown to most of us. However, from now on, when an employee gets the email confirmation from SETA, their ID will be included in the email. This means that employees can enter the ID in their Applitrack internal (portfolio) file.

One final note of clarification about AppliTrack files: If you are currently employed and want to apply for a position in another school, you must have two different email addresses and create two files. It is not possible to be both an Internal employee and an External candidate using the same email address. However, a part-time teacher in two or more schools can have a single employee file with multiple locations indicated.

Karen Tarabochia

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