



# HR News

## Welcome Back!

The Division of Human Resources would like to welcome all employees to the 2020-21 school year. We look forward to an exciting and successful year.

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## Employee I.D. Badges

All employees must wear their identification badges at all times when on APS property. Please do NOT attach your keys to the same lanyard that holds your I.D. Should you lose the lanyard, this would present a serious security risk.

If your current I.D. badge is expiring or you need a new one, the HR Employee Services team at Educational Services Center - 1 will be happy to help you obtain a new one.

If you misplace your I.D. a replacement fee of \$10 will be charged.

Please call the office at 303-365-5823 to schedule an appointment.

## Name/Address Changes

Summer brings life changes such as marriage. Please remember to change your name with Human Resources office and all information with the benefits office including life insurance, PERA account, 401(k) and/or 403(b) and beneficiaries if applicable.

Please call the office at 303-365-5823 to speak to someone or to schedule an appointment.

Contracted employees may make address and telephone number changes in Oracle Self-Service. If you are not familiar with how to log in to Oracle Self Service, please contact the APS Help Desk at ext. 28203. Instructions for accessing Oracle Self-Service can be found at <https://hr.aurorak12.org/resources/hr-applications/>

# Welcome Back!





## HR Staff Assignments for 2020-2021

Human Resources looks forward to working with and supporting you! Please contact us at anytime or visit our website at <http://hr.aurorak12.org/>

Northwest Learning Community	Northeast Learning Community	Central Learning Community	South Learning Community
Katrina Smith Human Resources Director	Sherry Hon Human Resources Director	Erin Brophy Human Resources Director	Kristen Stueber Human Resources Director
Assistant: Desiree Quintelier Technician: Rose Sandoval Carrasco Compensation: Nicole Boyle Benefits: Joyce De La Rosa	Assistant: TBD Technician: Chris Addington Compensation: Kim Brown Benefits: Joyce De La Rosa	Assistant: Hilda Duenez Technician: Lucy Compean Compensation: Rachael Roalofs Benefits: Sebastian Kelly	Assistant: Safia Mashkooor Technician: Daisy Leday Compensation: Helen Mitchell Benefits: Sebastian Kelly
<b><u>CHILD DEVELOPMENT CENTERS</u></b> Jamaica	<b><u>CHILD DEVELOPMENT CENTERS</u></b> Laredo	<b><u>CHILD DEVELOPMENT CENTERS</u></b> n/a	<b><u>CHILD DEVELOPMENT CENTERS</u></b> Meadowood
<b><u>ELEMENTARY SCHOOLS</u></b> Tollgate (I) Kenton Lyn Knoll (P) Montview Peoria Park Lane Fulton (P)	<b><u>ELEMENTARY SCHOOLS</u></b> Altura Elkhart Laredo Sable Sixth Avenue Vaughn	<b><u>ELEMENTARY SCHOOLS</u></b> Century Crawford (I) Iowa Jewell Lansing Paris (I) Virginia Court Wheeling Yale	<b><u>ELEMENTARY SCHOOLS</u></b> Arkansas Dalton Dartmouth Side Creek Vassar
<b><u>P- 8 SCHOOLS</u></b> Quest	<b><u>P- 8 SCHOOLS</u></b> Clyde Miller Vista PEAK Exploratory (I)	<b><u>P- 8 SCHOOLS</u></b> Mosley	<b><u>P- 8 SCHOOLS</u></b> Aurora Frontier Boston Murphy Creek Harmony Ridge
<b><u>MIDDLE SCHOOLS</u></b> North South	<b><u>MIDDLE SCHOOLS</u></b> East	<b><u>MIDDLE SCHOOLS</u></b> Aurora Hills	<b><u>MIDDLE SCHOOLS</u></b> Columbia Mrachek
<b><u>HIGH SCHOOLS</u></b> Aurora Central (I) William Smith (P)	<b><u>6-12</u></b> Aurora West (I)	<b><u>HIGH SCHOOLS</u></b> Gateway	<b><u>HIGH SCHOOLS</u></b> Rangeview
<b><u>SPECIAL PROGRAMS</u></b> Early Beginnings Options	<b><u>HIGH SCHOOLS</u></b> Hinkley Vista PEAK Preparatory (I)	<b><u>SPECIAL PROGRAMS</u></b> APS Avenues Pickens Technical College	
<b>Division Support</b>			
Superintendent & Technology	Finance	Equity in Learning	Support Services



## Emergency Contact

In an effort to get employees records up to date, Human Resources is asking employees to complete and/or update your emergency contact information through the Oracle database. The person(s) listed will only be contacted in the event of a health or safety emergency.

<b>Access Oracle</b>	
1	<p>Log into Oracle Self-Service</p> <ul style="list-style-type: none"> <li>• Access Oracle at: <a href="https://apsapps.aps.k12.co.us">https://apsapps.aps.k12.co.us</a></li> <li>• Enter your Username</li> <li>• Enter your Password</li> </ul> <p>If you do not know your password please contact the Help Desk</p>
<b>Update Emergency Contact</b>	
1	Select the <b>“APS Employee Self-Service”</b> responsibility from the Main Menu.
2	Select the <b>“Personal Information”</b> link.
3	Click on the <b>“Update, Add or Remove”</b> button next to the <b>“Select Emergency Contact”</b> (If there currently is not an emergency contact listed you may only have the <b>“Add”</b> option)
4	<ul style="list-style-type: none"> <li>• To <b>Update</b> correct existing information and click <b>“Next”</b></li> <li>• To <b>Remove</b> existing contact select the <b>“End Date”</b> and click <b>“Next”</b></li> <li>• To <b>Add</b> a contact either pick from an existing list or contacts (if available) and click <b>“Continue”</b> or click <b>“Continue”</b> without selecting any existing contacts to add a new contact and fill out required fields</li> </ul> <p>*Relationship start date will be the effective/start date as the emergency contact</p>
5	Click on the <b>“Next”</b> button.
6	Review your changes from the <b>“Review Page”</b> .
7	Finally, click the <b>“Submit”</b> button.