

WELCOME TO HOUSTON ISD!

Please see important information about your employment below.

Employee Name:	MOUSE, MICKEY	
Employee ID #:	00123456	
Network ID*:	P00123456	
Network Password*:	Hisd####	#### equals year of birth
Salary/Hourly**:	20,720.00	
Job Title:	Teaching Assistant-10M	
Work location:	Kashmere High School	
First day to report to my work location:	08/18/2021	
Pay period covering first paycheck:	08/09/2021 - 08/22/2021	
First scheduled paycheck date:	09/01/2021	

NEW EMPLOYEE ORIENTATION

Please click [HERE](#) to register!

For more info, see below in FAQ's***

* To activate your Network ID and password, you must use a HISD computer connected to our network. Applications other than HISD email will be unavailable until your first day of work.



Please read our most Frequently Asked Questions from New Employees:

If I do not start at the beginning of my duty schedule, how will my pay be calculated?

**Employees who work less than 12 months (i.e. 10, 10.5, 11, 11.5) salaries will be prorated based on the number of days remaining in their duty schedule upon hire.

How do I register for New Employee Orientation?***

Please click [here](#) (or copy and paste the link to your browser: <https://www.houstonisd.org/newemployeeorientation>). Space is limited at NEO so registration is on first come first serve basis. Click the link above to reserve a spot! If you show up without registering, you will only be allowed in if space permits. If you do not attend NEO within the allotted time, your supervisor will be notified. Please notify your supervisor of the date you will attend New Employee Orientation.

Are there trainings I'm required to attend?

Yes, all teachers joining HISD (new, promoted, and rehired) will be required to attend Teacher Appraisal and Development System (TADS) Initial training and HISD Connect (Student Information Management System) training. There will also be required annual compliance training once you begin your duty schedule.

When will my Employee ID Badge be ready?

Your ID badge will be available at New Employee Orientation. Should you be unable to attend New Employee Orientation, you may pick up your employee ID badge from our Hattie Mae White Administration Building, weekdays between the hours of 8 a.m. – 5 p.m.

What is the deadline to receive TADS training?

Teachers must complete 4-hour Teacher Appraisal and Development System (TADS) training within 15 instructional days. If you are a teacher and have not completed TADS Initial Training, you must attend New Employee Orientation within 15 instructional days.

Who do I contact for questions regarding my Salary/Paycheck.

If you have concerns regarding your salary please contact your HR Business Partner Assistant.

If you have questions or need to understand deductions on your paycheck contact Employee Services at 713-556-7400 (Option 6) or submit an inquiry at <http://www.houstonisd.org/hremployeehelp>

This department works directly with Payroll to assist employees.

Where can I learn about health benefits?

To learn more about the health benefits offered at HISD, please visit our website at www.HISDBenefits.org.

Who can I contact for Technology Support?

For technology related assistance, please submit a request for service at <https://servicedesk.houstonisd.org>, call 713-892-SERV (7378), or visit the Solution Center at <https://houstonisd.org/SolutionCenter>.

If you are an employee that is rehired within 30 days from the date your benefits ended with the district, all benefits will be reinstated. You will be responsible for paying any benefits premiums that were uncollected during that time.

****Important** If you are being rehired back into Houston ISD, please verify your bank account(s) for direct deposit have not changed since you were last employed by Houston ISD. Funds could potentially be deposited into your old accounts, if not updated.**