

Resources

- ✓ Department of Education's website

schools.nyc.gov

- ✓ Payroll Portal Link

payrollportal.nycboe.net

- ✓ NYCAPS Employee Self-Service

nyc.gov/ess

- ✓ Teacher Page

schools.nyc.gov/teachers

- ✓ DOE webmail

mail.nycboe.net

- ✓ New York State Education Department

nysed.gov

- ✓ Teacher's Retirement System

trsnyc.org

- ✓ United Federation of Teacher

UFT.org

- ✓ WageWorks Commuter Benefits

wageworks.com/nyc



HR Connect Call Center

718-935-4000

Monday - Friday 9 a.m. - 5 p.m.

HR Connect Walk-in Center

65 Court Street - Room 102

Brooklyn, NY 11201

Monday - Friday 9 a.m. - 5 p.m.

Welcome to the Department of Education!

We're here to help!

HR Connect is your single point of contact for expert service, support and solutions to your personal human resources needs.

*For personal service,
call 718-935-4000*



Frequently Asked Questions From New Employees

General HR

Do I have a DOE email address?

Yes, all active DOE employees have an email address. To determine your DOE email go to mail.nycboe.net.

Do I get issued a Photo ID Card?

Yes, once you are staffed you may pick-up your photo ID from the HR Connect Walk-In Center or request that it be mailed to your school.

How do I change my address?

Easy, go to nyc.gov/ess and log on using your EMPL (employee ID). Need your password reset? Email: NYCAPSPASSWORDRESET@schools.nyc.gov

How do I find more information on enrolling in a pension?

Visit the Teacher's Retirement System website at trsnyc.org or call 1-888-869-2877.

Pay

When do I get paid?

Teachers are paid on the 15th and 30th of each month. If you are staffed by September 1, you will receive your first paycheck on September 15, 2015. Paper checks will be delivered to your school until you enroll in direct deposit.

What is my salary?

Your salary is based on your previous experience and education. For more information go to schools.nyc.gov and search for teacher salary.

How do I enroll in Direct Deposit?

You can apply online using the DOE's payroll portal or by completing a paper application. The form can be found online go to schools.nyc.gov and search for direct deposit. UFT members are required to enroll.

Is there a commuter benefits program?

Yes, for more information go to wageworks.com/nyc.

How do I change my tax exemptions?

Easy, go to nyc.gov/ess and log on using your EMPL (employee ID). Need your password reset? Email: NYCAPSPASSWORDRESET@schools.nyc.gov

Health Benefits

Am I automatically enrolled in health insurance?

No, you must submit an application in order to select the plan that is right for you.

Where can I find information on the health insurance plans available to me?

On the Office of Labor Relations Website. Go to nyc.gov/olr and then click on the Health Benefits Program link. Here you will find a list of the available plans, costs and program descriptions.

How do I enroll in my health insurance?

Easy, go to nyc.gov/ess and log on using your EMPL (employee ID). Need your password reset? Email: NYCAPSPASSWORDRESET@schools.nyc.gov

Do I have prescription coverage?

Yes, your prescriptions, dental and vision are covered by the UFT. Call 212-539-0500 or go to UFT.org for more information.

Have more questions? Call HR Connect at 718-935-4000