



frontline
education™



Port Jefferson School District

Thursday, September 03, 2020

Athletics
Business Office
Curriculum & Instruction
Facilities and Operations
Food Services
Health Services
High School Counseling Department
Human Resources
Music & Fine Arts
Special Education Program
Technology and Computing
Transportation Information
Budget Information
Support Staff Secondary
Support Staff Elementary

Human Resource Department

Welcome to Port Jefferson Schools Human Resources

Our employees are the most important resource for our programs for students in Port Jefferson Schools.

The office of Human Resources is available Monday 4:00 pm to assist individuals seeking employment and matters related to the employment process or their contract.

Port Jefferson Schools is an equal opportunity employer.

Please click on the link below to register and apply online.



OLAS - www.olasjobs.org

[Supplemental OLAS Application](#)

*** Families First Coronavirus Response Act (FFCRA) Poster

Employee Forms

- [COVID-19 SCREENING FORMS](#)
- [COVID-19 EMPLOYEE Daily Self Health Screening Form](#)
- [COVID-19 VISITOR Daily Self Health Screening Form - English](#)
- [COVID-19 VISITOR Daily Self Health Screening Form - Spanish](#)

- [COVID-19 Paid Sick Leave for Employees](#)
- [Employee Self Service Portal](#)
- [Frontline Central](#)

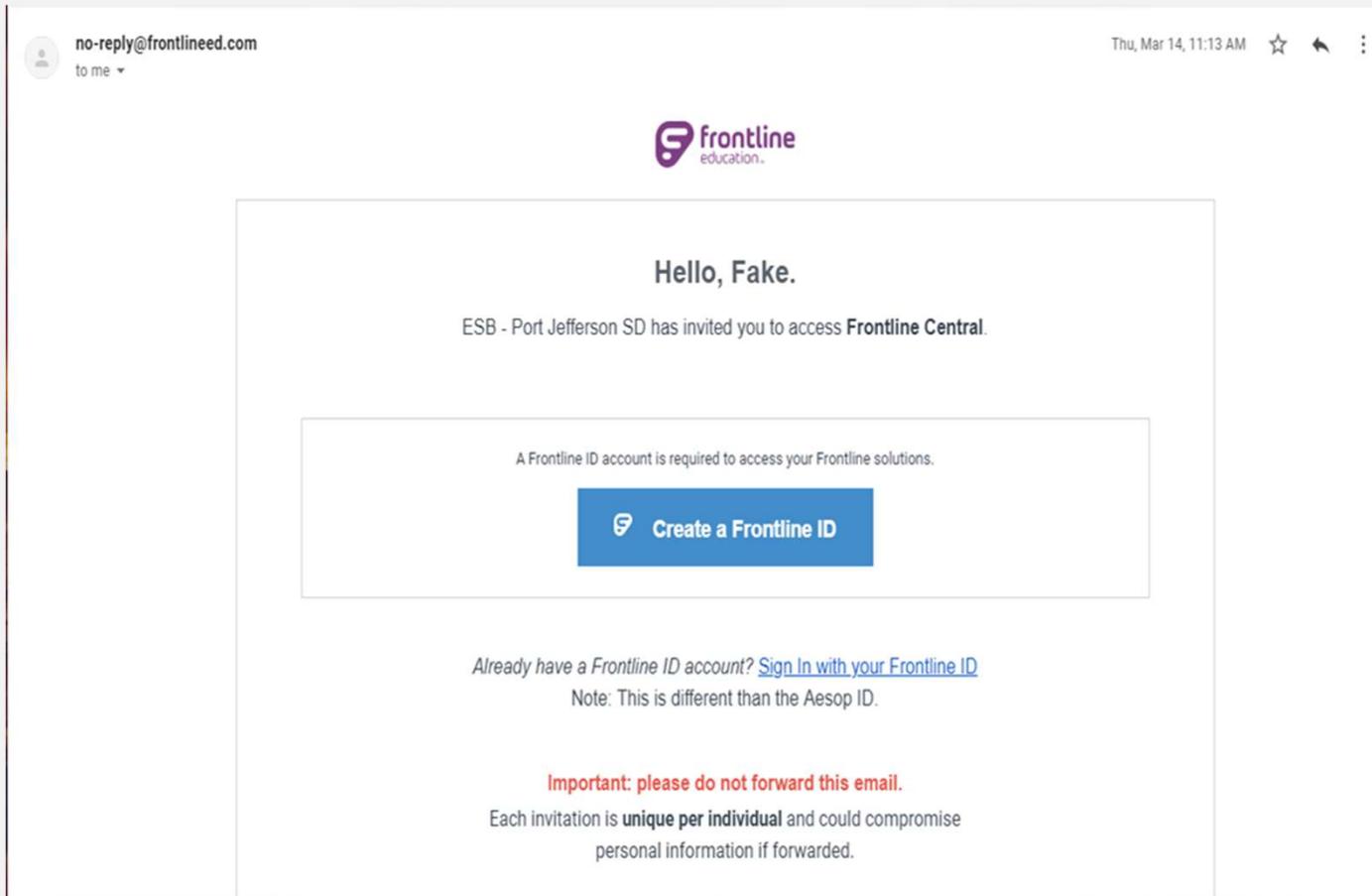
[Fingerprint Affidavit](#)

Contact Us:

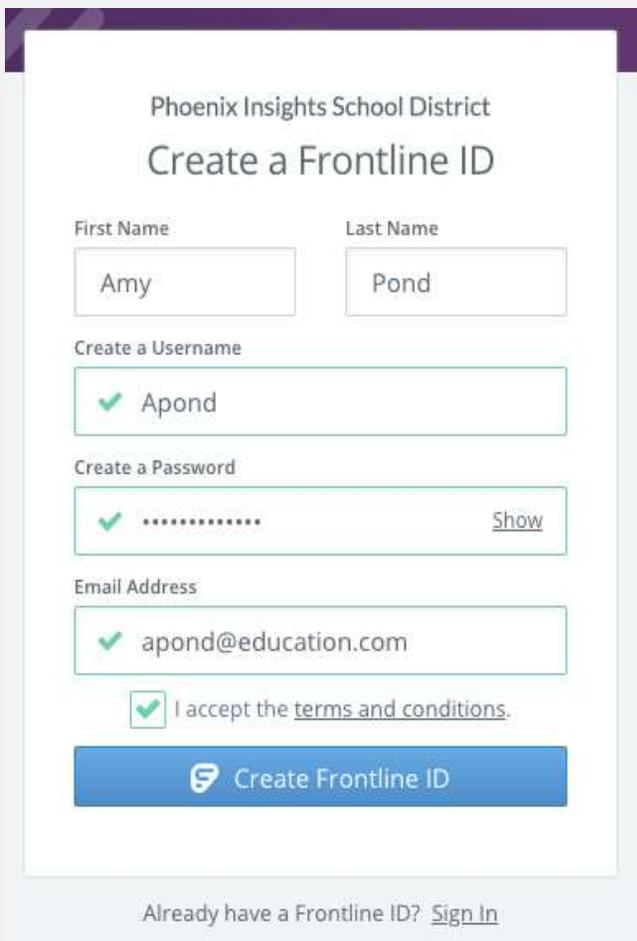
Ms. Isha Morgenstern
Executive Director of Human Resources
imorgens@portjeffschools.org
631-791-4236

Ms. Regina Booker
Personnel Assistant
HR@portjeffschools.org
631-791-4251

STEP 1: You will receive an email invitation to create a FRONTLINE CENTRAL ID account.



STEP 2: Select **Create a Frontline ID** within the invitation email. This selection takes you to a login page where you must create new login credentials.



Phoenix Insights School District
Create a Frontline ID

First Name: Amy
Last Name: Pond

Create a Username: ✓ Apond

Create a Password: ✓ Show

Email Address: ✓ apond@education.com

I accept the [terms and conditions](#).

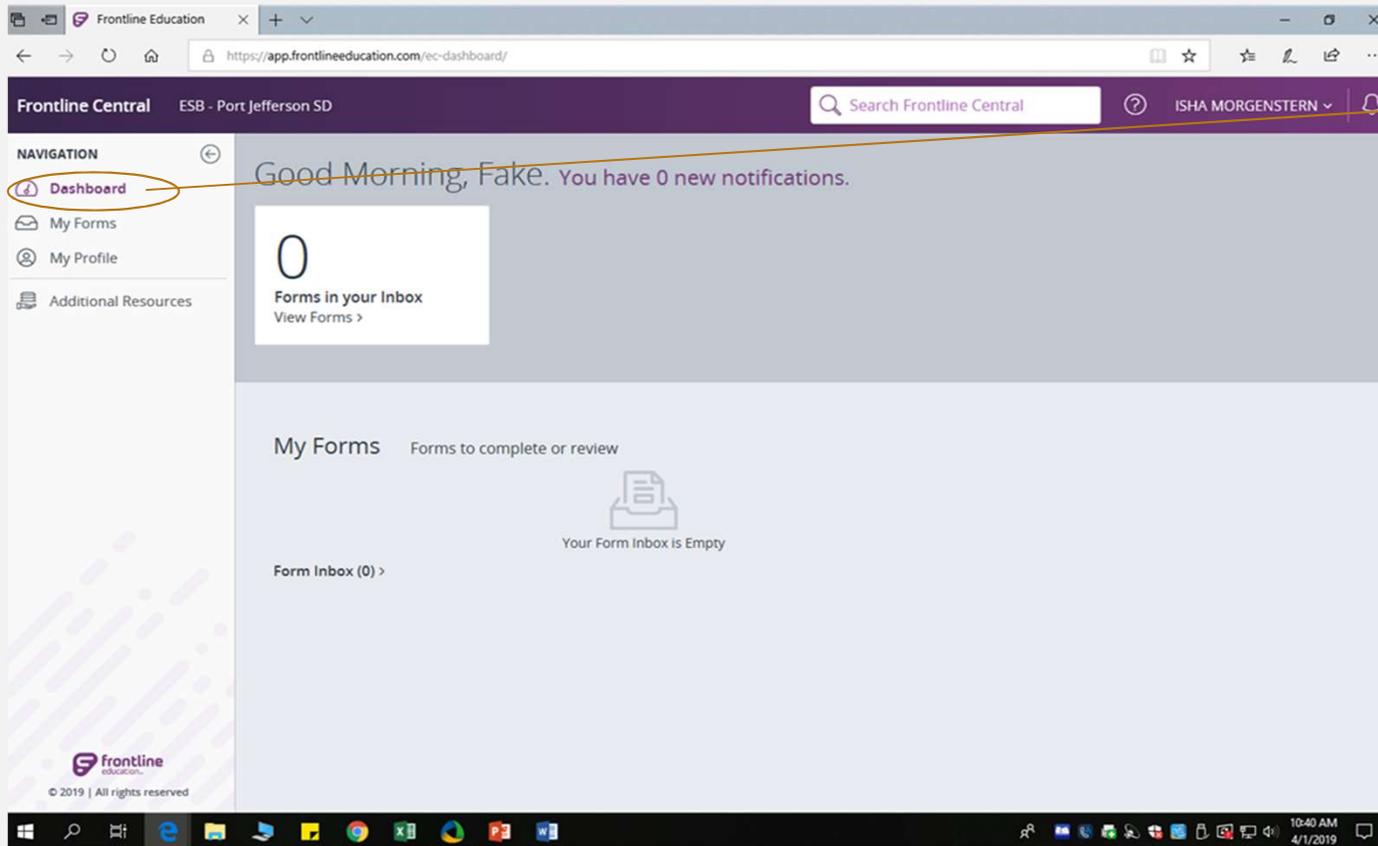
[Create Frontline ID](#)

Already have a Frontline ID? [Sign In](#)

- Your new username must contain 1 alphabet character and at least 4 total characters. The password must have 1 alphabet character, 1 number or special character, and 8 total characters.
- Must use your “Port Jefferson” email address for password recovery and click **Create Frontline ID** once you are finished.

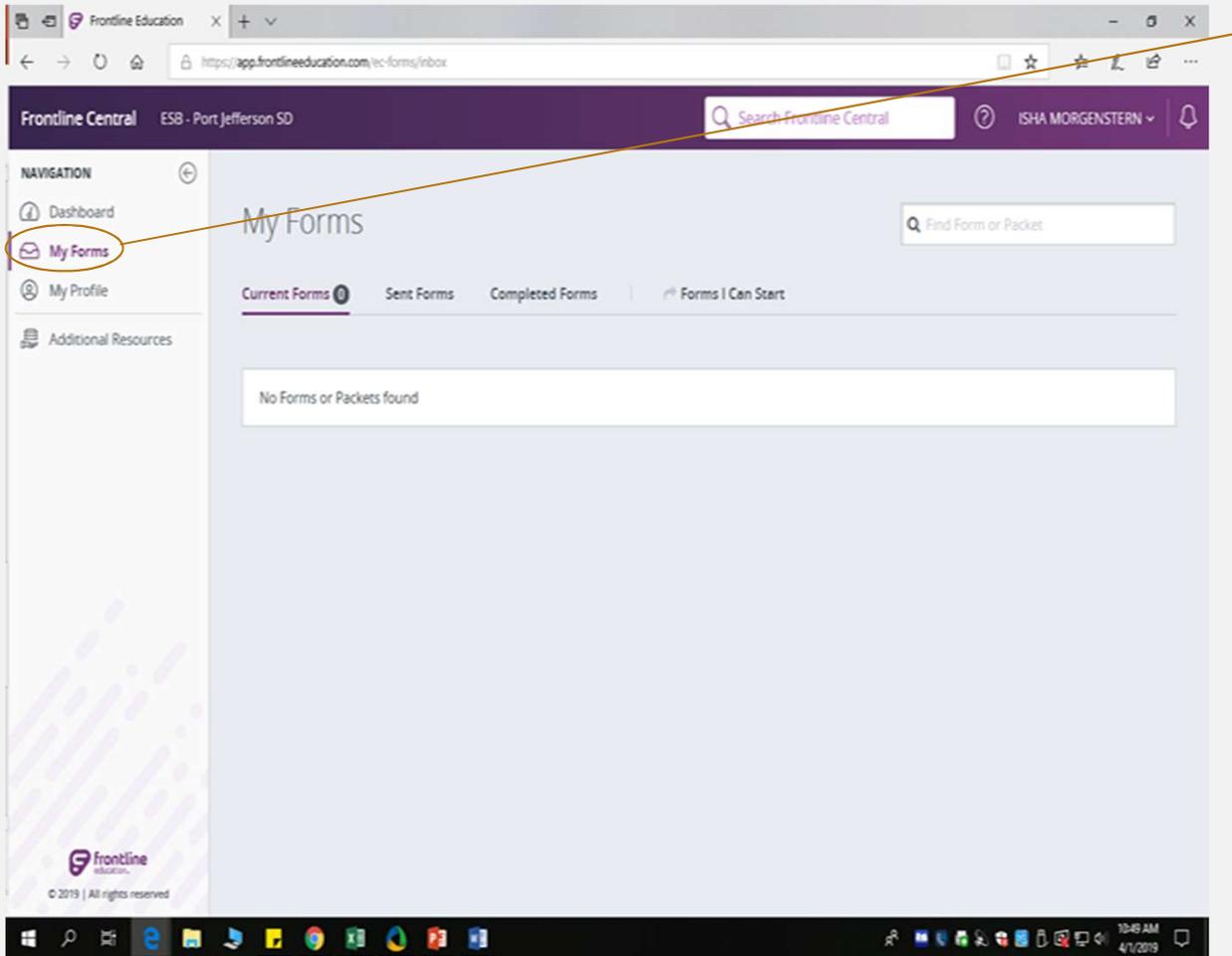
Please SAVE your USERNAME and PASSWORD because

Dashboard: This is what you will see when you first log on.



The **Dashboard** is your home screen – if you have any incoming messages or forms that were sent for your review, it would be present here.

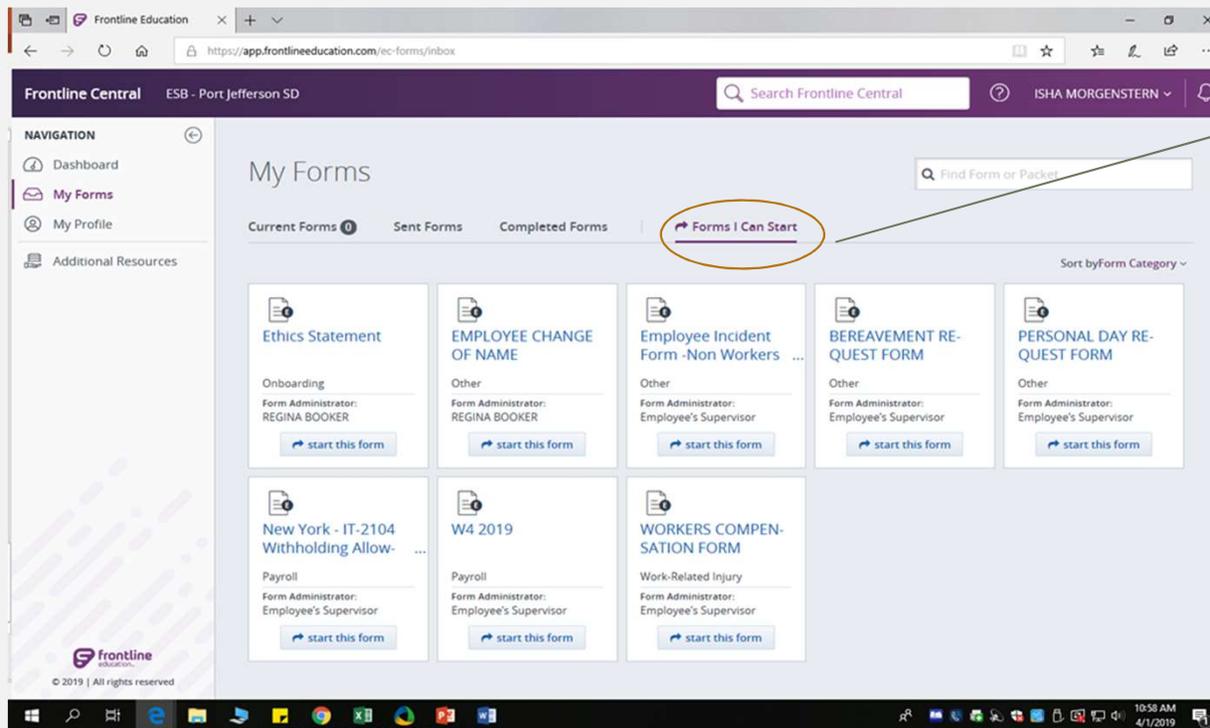
My Forms



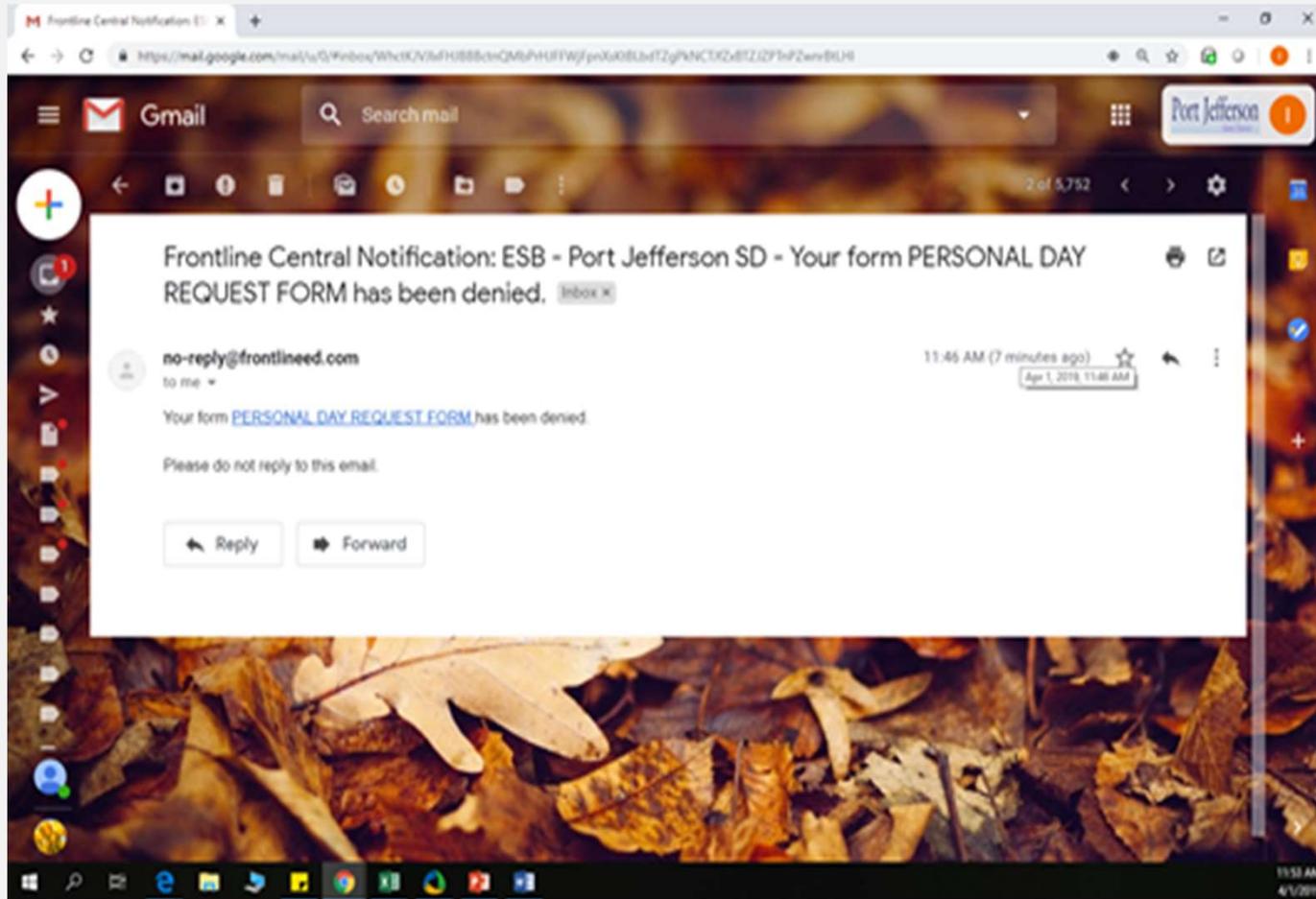
You will be able to see all your forms:

- **Current Forms** are the forms you started but did not send
- **Sent Forms** are forms sent and date logged
- **Completed Forms** are forms that have completed all approval step

On the My Forms tab you'll be able to send forms directly to your supervisor with a click of a button



Forms I Can Start – allows you to send forms directly to your supervisor. Please note that just like the paper format – this form will be sent to the all appropriate parties for approval



You will receive an email to your Port Jefferson email if your form has been DENIED or APPROVED

My Profile: Please review your Personal, Employment, Credentials, and Emergency information for accuracy - If there are any corrections or updates, please contact me Isha Morgenstern at imorgens@portjeffschools.com

The screenshot shows a web browser window displaying the 'Frontline Central' application. The page title is 'Fake Employee'. The navigation menu on the left includes 'Dashboard', 'My Forms', 'My Profile' (highlighted with a red circle), and 'Additional Resources'. The main content area is divided into two columns. The left column, titled 'At A Glance', contains the following information: Contact (Email: imorgens@portj...), Status (Active), Primary Assignment (ELEM TEACHER, EDNA LOUISE SPEAR ELE...), Supervisor (THOMAS MEEHAN), Job Type (TEACHER), and Hire Date (03/26/2019). The right column, titled 'Personal', contains a form with the following fields: Title, First (Fake), Middle, Last (Employee), Suffix, Other/Maiden Name (if applicable), State Educator ID, Marital Status, Gender, Ethnicity, Address (Current Address), Start Date (03/14/2019), End Date, Address Line 1, Address Line 2, City, State, and Zip Code. The browser's address bar shows the URL: https://app.frontlineeducation.com/ec-employee/record/4bd314b6-2945-4c54-8311-fb0e26330d82/personal. The Windows taskbar at the bottom shows the time as 11:06 AM on 4/1/2019.

FRONTLINE INSIGHTS PLATFORM allows you to easily switch between applications and accounts using the apps switcher - You will only see applications that you currently have access to.

Absence Management Phoenix Insights School District

YOUR SOLUTIONS

- Absence Management** ✓
formerly Aesop
- Frontline Central
- Professional Growth
formerly MLP PDMS and MLP OASYS
- Recruiting & Hiring
formerly AppliTrack Recruit & Fit
- Time & Attendance
formerly VeriTime

Summary for: 01/26/2018 Today Absences Vacancies

All Schools Schools All Employee Type(s) Employee Types

Total 4 Unfilled 1 [33.3%] Filled 2 [66.7%] No Sub Required 1

JAN 26 DAILY REPORT Print

Quick Actions

Confirmation Number

Create Absence Approve 3 in the next 45 days

1 Unfilled

Conf #	Name	School	Reason	Shift	Created
290463624 Absence	Martin, Angela	Phoenix Insights Elementary	Sick - Sick Day		1/26/2018 9:11 AM

0:32