



# Human Resources

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## Frequently Asked Questions

*Compensation, Eduphoria, Excess, New Hires, Resignations, Service Records, Substitutes, Transfers, & T-TESS*

### Compensation

Q: Will an employee who is eligible for the attendance based performance incentive lose a portion of the incentive for

A: No, employees will not lose any of the incentive by joining the sick leave bank.

Q: Where can I find information regarding the Hiring Schedule, Pay Ranges, and the Attendance Based Performance In

A: There is a lot of information posted on the [Compensation & Benefits website](#).

### Eduphoria

Q: How do I log into Eduphoria?

A: You will use your regular Katy ISD login and password.

Q: Why can I not find the signature icon on my evaluation?

A: This usually occurs in two circumstances: (1) there is an indicator in the evaluation that was left blank. Eduphoria will show an incomplete document. The appraiser will need to go into the document and complete the evaluation and the signature appraiser did not submit the evaluation. The appraiser will need to click the "submit evaluation" button in the tool bar with the signature icon to appear.

Q: Where do I go to update my profile in Eduphoria?

A: You will access Eduphoria through MyKaty. Once you log into Eduphoria, you will click the "my profile" button at the the prompts to update your profile.

Q: What if I forgot my secret question needed to sign my evaluations?

A: You will need to update your Eduphoria profile and create a new question.

Q: Why do I not have the Strive tab in Eduphoria?

A: Your appraiser has not "claimed" you. Each appraiser has to go into Eduphoria and "claim" all employees that he/she employee refers to the appraiser setting the appraisal option for that employee. Once your appraiser has "claimed" you

Q: Can I upload documents into my Eduphoria file?

A: Yes. You upload documents the same way you would add an attachment to an email. You will first need to save the d documents. Upon entering your Eduphoria file, you will click "new file attachment," at the bottom of the screen and fol hand side of the screen to browse and upload document. After you complete the steps, the document will show up in yc

Q: Where do I go to sign up for professional development?

A: Log into Eduphoria and choose the "workshop" tab. Courses are listed by date and content of training. You can search and register for appropriate courses.

Q: How do I add out of district professional development into my Eduphoria profile?

A: If you have a certificate of completion, you can upload that document into your Eduphoria file yourself. Campuses us designated to enter all professional development for that campus, so you will want to notify that person as well.

Q: When I go into "documents to complete," I see "Lead4ward Heat Maps Teacher Perception Ratings" Once I click on Algebra I. I don't teach Algebra I. What do I do?

A: Nothing. Simply ignore this as you are not required to complete anything. This is something that Forethought auto lc required to complete anything in regard to this, your appraiser will let you know.

Q: My appraiser says he/she cannot find me in Eduphoria. Do I need to do something?

A: You may need to go and update your profile. When doing this, make sure that you have your current campus or depa have done this, your appraiser should be able to see you and "claim" you.

Q: How do I change my Eduphoria profile to reflect my new campus or department?

A: You will need to update your profile and select your new campus. Make sure that your former campus or departmen

Q: Can I unsign a document once I have already signed it?

A: If you are the only person who has signed the document, yes. Click on the signature icon and follow the prompts to unsign and appraise have signed the document, Eduphoria will not allow you to unsign the document.

Q: Can I edit a document once I have signed it?

A: No. Eduphoria will not allow you to edit a signed document. If you are the only person that has signed the document, you can make the appropriate changes. If the document has been signed by both the appraiser and appraisee, Eduphoria will not allow you to edit the document.

Q: What if I find an error on a document and/or evaluation after it has been signed by both the appraiser and appraisee?

A: Inform the appraiser/appraisee of the error. If the error needs to be corrected, an addendum will need to be written along with the document and/or evaluation that addresses the error and the corrective measures taken.

## Excess

Q: I have been designated as an excess employee. Do I have to interview with principals again to obtain a new assignment?

A: Excess candidates do not have to be interviewed – you may simply be selected by the campus principal to join their campus. We will notify you regarding your new assignment.

Q: May I turn down an interview if contacted by a principal for an excess assignment?

A: It is not recommended that you turn down any interviews/requests for visits with a principal. Visiting with the principal and your potential new supervisor and may help to resolve many concerns you have regarding locating a new assignment.

Q: May I volunteer to be an excess employee in need of reassignment if my campus needs to lose employees in my area?

A: No. Excess is determined based on seniority and Katy ISD has adopted DK (Regulation) to determine employee seniority.

Q: How would I know if I am an excess employee in need of reassignment?

A: It is the obligation of your principal to give notice to you, a staff member who is declared excess on a campus and to be placed on the District's excess list.

Q: What if there are several principals who want me for a job at the same time? Will I be informed of multiple offers?

A: In the event that there are multiple offers for a teacher at one time, you will be given all offers and you will select the one you prefer.

Q: How will principals know that I have been designated as an excess teacher?

A: Your name will be placed on the district transfer list and your name will be distributed directly to the principals on ar That list will contain your certification and grade level/subject preferences.

Q: How will Human Resources know what my preferences are?

A: If you have been designated as an excess teacher in need of reassignment, you will be asked to complete a transfer/r that will request specific information about your school, grade level and subject preferences.

Q: What if a teacher leaves my campus after I have been reassigned? May I go back to my original campus?

A: Teachers who are placed at another campus via the Excess process may be recalled to their campus if a position ope mandatory for the principal to recall you to the campus nor is it mandatory that you accept a recall. It is simply an optio principal and yourself. Each year the district establishes an end date for possible excess recalls.

Q: I was officially designated as an excess teacher, but I accepted a transfer before I could be "placed" by the district in wanted to be able to have some control over where I was going to work next year. Am I eligible to be recalled to my orig position has re-opened on my former campus?

A: Teachers who accept a transfer are not eligible for "excess recall". An employee who has been designated as an emp may accept a transfer opportunity if offered. However, if the employee accepts a transfer, they are not eligible for reca

Q: I have been placed at a different campus since I was an excess employee. Do I have to move all of my possessions on

A: When an excess transfer is effected during the school year, the teacher will be granted one day between assignment moving and preparing for the new assignment. The normal workday shall be spent on either or both campuses and pay shall be the responsibility of the school experiencing the reduction. If the excess transfer occurs at the end of the schoo for a day to be granted to allow for the move. However, the district's maintenance department is able to assist with the location to the other. This end of the school year effort must be coordinated via the campus secretary.

Q: Do excessed employees have to complete two years at their new campus before becoming eligible for a lateral trans

A: No. Excessed employees are eligible for a lateral transfer after completing the school year at the new campus.

## New Hires

Q: Must I complete the fingerprinting process before my New Hire meeting?

A: Yes, please complete the fingerprinting process prior to attending the New Hire meeting. We cannot process your p step has been completed. If you have been fingerprinted through TEA, you will not need to be fingerprinted again.

Q: What identification do I need to complete the I-9 Form?

A: Most commonly used documents are a valid driver's license and social security card, but you can find a "List of Acceptable Documents" page of your I-9 packet of the new hire paperwork.

Q: If I have already provided the district with transcripts, will I need to provide official transcripts for my file?

A: Yes. Katy ISD is required to process original, OFFICIAL transcripts for every employee, from every institution attended. If you have any missing documentation at your New Hire meeting.

Q: May I still attend the New Hire meeting if I do not have all of my official documents?

A: With the exception of fingerprinting completion, yes, you may attend the new hire meeting. However, you must realize that until the completion of certain documents you will not be able to begin employment with Katy ISD.

Q: Where do I have my transcripts mailed?

A: Please mail your records to the following:

Human Resource: Attention Certification Specialists

P.O. Box 159 Katy, Texas 77492-0159

Note – It is best if you have originals mailed to you and you forward to Katy ISD. By having the transcripts sent directly to the university, you will know that the university has followed through on your request for transcripts. When mailed to you, you do not know if they were actually sent to us.

Q: I am a current substitute/bus driver/crossing guard and have been hired to be a teacher/paraprofessional. Will I need to complete new hire paperwork?

A: The hiring Human Resources Coordinator will speak to you about the correct paperwork to complete. The employee's records will be notarized and brought in for your new hire meeting. The rest of the documents are electronic and can be submitted online.

Q: How do I schedule an absence?

A: Katy ISD uses an automated service that simplifies and streamlines the process of recording and managing absence. This service is called AESOP. The AESOP service is available 24 hours a day, 7 days a week and can be accessed via internet. Below are the steps to interact with the AESOP service.

- Go to the AESOP website at <http://www.front-linek12.com/aesop>
- Enter your Login ID and PIN
- Your Login ID will be your employee ID number with a "zero" replacing the initial letter. Example: John Smith with employee ID S1234567 would have an AESOP Login ID of 01234567.
- Your PIN is assigned by AESOP and will be sent to you in an email from AESOP. If you do not receive this email, contact HR for assistance.

- Now you may begin entering absences, checking your absence schedule, updating personal information or even substitutes to view online.
- You may also call AESOP toll free at 1-800-942-3767. Follow the voice menu to enter and manage absences. Wait to check the computer recording of your name and title. To do this, press Option 4 and follow the prompts.
- When entering an absence, please wait until you receive a confirmation number before you terminate the phone browser window. Your transaction is not complete until you receive a confirmation number.

Q: I am getting married over the summer. May I use my married name for my records?

A: We are required by law to use the name indicated on your Social Security card. If you receive a new card, please go to complete the "Change of Last Name" form. You will then submit that form to Human Resources and your records will be updated.

Q: How do I know if you have received my letter of intent or contract?

A: If we have not received your letter of intent or contract by the time you attend the New Hire meeting that you register for, please bring that document with you. You will not receive a contract until after your name is presented to the Board.

Q: What if I do not have a permanent address yet?

A: If you are hired and complete paperwork under one address and it changes, you will need to change your records on address. You can wait to turn in paperwork if you wish until you know your address; however you must complete the paperwork during the hiring process.

Q: What is my Teacher salary going to be?

A: The Katy ISD Board of Trustees usually approves our salary schedule during the summer of each year. However, you will need to wait for the year's salary schedule to determine an estimate salary.

Q: Where can I find when the instructional calendar?

A: The Instructional Calendar can be found on the district website by clicking on the "District" tab and then clicking on the dropdown menu.

Q: What are the contract days for the current school year?

A: The employee start and end dates are found in Knowledge Base under the Human Resources page.

Q: I live outside of the district, but want to enroll my children with Katy ISD. Is this possible?

A: Full time employees may submit a student transfer application to the Campus Administrative Support Department. Information on student transfers can be found on the department's website.

Q: Who can I contact if I have further questions?

A: Please read the all of the information on the website first. The Payroll, Professional Learning, Technology, and Risk Management Departments each have helpful information posted as well. If you are unable to locate the answers you need, please contact the appropriate department.

## Resignations

Q: As a professional (teacher, administrator, counselor, diagnostician, etc.) that is under contract, when can I resign?

A: Under Texas Education Agency Administrative Chapter 21 code, you can resign 45 days prior to the first day of instructional school year without question. After this period, you can offer a resignation, but it must be approved by your Principal and Superintendent of Human Resources. You will be subject to sanctions if your resignation is not accepted and you do not

Q: As a paraprofessional, auxiliary or technical employee when can I resign?

A: Since you are not under contract, you can resign at any time. It is customary to offer a two weeks' notice to your supervisor.

Q: How do I resign?

A: An employee would complete, print, sign, and email the resignation form to [exitpaperwork@katyisd.org](mailto:exitpaperwork@katyisd.org). Once the resignation is submitted, an email will come from [exitpaperwork@katyisd.org](mailto:exitpaperwork@katyisd.org) with further instructions. The website for the resignation form is: <http://www.katyisd.org/dept/hr/Pages/resignationretirement.aspx>

Q: How will I receive my final pay check?

A: You will receive your final paycheck in the same manner that you have been receiving them in the past.

Q: What happens after I resign?

A: You will receive a confirmation that your resignation has been accepted with the effective date. You will also receive instructions for you to make some departing decisions as well as complete an anonymous survey.

## Service Records

Q: Will someone in Human Resources contact my previous employers for my service records?

A: No, it is your responsibility to contact your previous employers to either send us your service record, or for you to submit your experience.

Q: Where do I have my service records mailed?

A: Please mail your records to the following:

Human Resource: Attention Compensation Specialist

P.O. Box 159 Katy, Texas 77492-0159

Note – It is best if you have originals mailed to you and you forward to KISD. By having the service records sent that the previous district has followed through on your request. When mailed straight to Katy ISD, you do not k to us.

Q: Will I be notified when HR receives my service records?

A: No, due to the high volume of service records received, that request cannot be honored. Please contact Terri Doma her an email at [terriadomagas@katyisd.org](mailto:terriadomagas@katyisd.org) for status of service records received.

Q: Do I need to contact each of my previous schools for a service record?

A: Yes, we will need original service records from each school district in order to complete the review. However, your have these on file, but please check with them first.

Q: What is the turnaround time for the review of my service records provided by previous employer(s)?

A: Review of service records are done within 24-48 hours of being received, depending on volume. We will return ther your campus/department.

Q: Will I get back pay for turning in my service records?

A: Yes, you will get a one- time supplement beginning with your first day of employment of the current school year. If y in after your last day of school for the current school year, you will not get back pay nor experience credit for that scho receive the appropriate credit in the following school year.

Q: I just received my service records back from Human Resources. How do I know how many years I received credit an

A: You will receive from KISD a Years of Service Sheet along with your service record(s) from previous employer(s) ind gave you credit for and what your new pay step will be. If you are a teacher, you can visit the Human Resources web pa Schedule.

Q: I am resigning, how soon will I get my service record?

A: Mid-Year: Your service record will be mailed out to you in 2-3 weeks after your resignation date. This allows the se with all absences and days worked. It will be sent to the address provided on your Exit Report Form.

A: End of Year: Your record will be available after the annual end of year process in July. This annual process will roll y service record. Please make sure you complete all of the Exit Paperwork. This will help ensure the service record gets



## Substitutes

Q: I want to sign up for Observation Hours to complete a university course requirement. How should I go about this process?

A: On the Katy ISD website, click on the Employment tab, then click on Human Resources. On the right side of the page Click on Documents/Forms from the Quick Links box. Click on Observation Procedure/Request. Complete the paperwork and submit to the Human Resources Department for processing.

Q: I want to complete my student teaching semester with Katy ISD. How can I request this placement?

A: Please relay your interest in student teaching with Katy ISD to your university supervisor. He/she will contact the Katy ISD Human Resources Department to make arrangements for the student teaching placements.

Q: I want to sign up to become a substitute teacher for Katy ISD. What should I do?

A: Click on Substituting in Katy ISD link on the Human Resources website. Once you have submitted the application you will be invited to the next SubBlitz. The SubBlitz will consist of a written test and an interview. If you are approved to substitute after you are invited to attend a New Substitute Training.

Q: What is the difference between substitute teachers and paraprofessional substitutes?

A: Substitute teachers take the place of the regular teachers when they need to be absent. They have the full responsibility of a regular teacher and are expected to carry out the teacher's lesson plans and maintain discipline in the classroom. Paraprofessionals take the place of instructional assistants or office staff when they are absent. They will always have a professional staff member supervising them out their duties.

## Transfers

Q: When may I transfer to another campus?

A: To be eligible for a voluntary lateral transfer, the employee must have worked at the current location for two consecutive years. Excessed employees must complete the school year at the campus, but are then eligible for a lateral transfer. A substitute on a campus will not be considered in the calculation of the two-year requirement. This restriction also applies to transfers between schools unless the existing campus is part of a rezoning effort that results in reduction of staff.

Q: I want to transfer to a higher paying job, but I have not been on my campus for two years? Am I eligible for transfer consideration?

A: Yes. You are eligible for transfer consideration into a higher paying job. You will need to place your name on the transfer list.

Q: How do I request a transfer?

A: You may request a transfer by completing a district transfer request. This request form can be located on Knowledge Resources link. When you are approved, you will receive an email confirming your request to add your name to the district transfer list.

usually takes 2-3 business days. If you are not approved, you will receive notification of such and the reason for not app

Q: Do I have to tell my current principal that I am placing my name on the district transfer list or get their permission to

A: No. You do not have to share that information with your principal. You also do not have to obtain your principal's pe transfer list.

Q: May I send my resume and or letter of interest to principals?

A: Employees that have completed a transfer request should also complete an "Internal Application." An employee car interest to their application.

Q: Must I be on the transfer list to interview for a job transfer?

A: Yes. Per Katy ISD DK (Regulation), you must be on the district transfer list before a principal can interview you.

Q: How will I know if I have a transfer request from a principal?

A: Human Resources will contact you via email with the transfer opportunity information.

Q: I want to transfer from my campus but I have been told that no one else may laterally transfer at this time. What is t

A: Katy ISD has established a maximum percentage of staff that can laterally transfer for a given school year. This is es which can be found on "Knowledge Base." If you have specific questions about your situation, you can call your Human

Q: I still want to laterally transfer for next school year, but it is after the deadline. Can a transfer still happen for me?

A: Professional lateral transfers cannot occur after the deadline. Paraprofessional employees will be allowed to transf positions or for positions that result in a lower pay rate as long as they have met the requirements of the two year rule.

Q: I added my name to the transfer list this year. However, it is July and I noticed my name is not there anymore. What request information that I submitted?

A: Human Resources clears the transfer list on July 1st annually to ensure that the transfer list reflects current employ desirous of pursuing a transfer, you will need to submit a new transfer request.

## T-TESS

Q: Where can I find information in Board Policy about T-TESS?

A: You can find information under the "Policy & Legal" tab on "Knowledge Base." You can reference DN (Regulation) ir Board Policy under DN (Local), DNA (Legal), and DNA (Local). You can also find information in the T-TESS Teacher's M

## Commissioner's Rules Concerning Educator Appraisal.

Q: Who has to complete the T-TESS Orientation training?

A: A school district shall ensure that a teacher is provided with an orientation of the Texas Teacher Evaluation and Support System (T-TESS) no later than the final day of the first three weeks of school and at least two weeks before the first observation when:

- the teacher is new to the district;
- the teacher has never been appraised under the T-TESS.

Q: How will a teacher new to the district or who has never been appraised under T-TESS receive the T-TESS Orientation training?

A: The Professional Learning Department will offer T-TESS Orientation training during the summer as well as monthly check Eduphoria for dates, times, and location and to register.

Q: How long can I be on T-TESS - Without Full Evaluation?

A: Eligible teachers shall be appraised at least once every three years.

Q: Can my appraiser remove me from "T-TESS - Without Full Evaluation" to "T-TESS Full Evaluation?"

A: A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance documented in accordance with state rule.

Q: Can I switch from "T-TESS - Without Full Evaluation" back to "TESS Full Evaluation" during the instructional year?

A: During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the appraiser may request a complete appraisal be conducted by providing written notice to the other party.

Q: Is advance notification given for the formal T-TESS observation?

A: Yes, a teacher will be given advance notice for formal T-TESS observations.

Q: How many walkthroughs are required for Katy ISD teachers?

A: Katy ISD requires a minimum of one walkthrough in the fall and one in the spring Semester for teachers on either T-TESS. Walkthroughs can be conducted any time at administrative discretion and can occur more frequently and/or for extended periods of time based on the needs of the teacher, students and/or campus. (See House Bill 2012)

Q: Do I have to sign my walkthroughs and/or evaluations?

A: Your signature does not indicate that you agree with your walkthrough/evaluation. Your signature is simply a receipt document. If you choose not to sign the document, your appraiser will document the time and date in which you received the document.

Q: Can a teacher request a different appraiser?

A: If there is a specific issue on your campus, you should discuss that with your campus principal prior to the start of the appraisal process. Appraisers are assigned at the discretion of the campus principal. Teachers can request a 2nd appraiser in accordance with T-TESS and Board Policy. The second appraiser shall make observations and walk-throughs as necessary to evaluate the teacher and review the Goal-Setting and Professional Development Plan for evidence of goal attainment and professional development. Cumulative data may also be used by the second appraiser to evaluate other dimensions.

Q: Can teachers choose someone to serve as their 2nd appraiser?

A: No. If the criteria for requesting a 2nd appraiser has been met in accordance with the Commissioner's Rules and Board Policy, the appraiser will be assigned by Human Resources.

Q: Are summative conferences mandatory?

A: Summative conferences are mandatory.

Q: How will the Student Learning Objective be rated?

A: The Student Learning Objective portion will be rated as the 17<sup>th</sup> dimension based on the Student Learning Objective portion of the T-TESS evaluation.

Q: Who participates in the Student Learning Objective portion of T-TESS?

A: Teachers appraised using the T-TESS full evaluation or T-TESS without full evaluation are required to participate in the Student Learning Objective process.

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