



April 25, 2018

Dear Substitute Employee,

ESS is excited to announce that we've partnered with Washington County School District to manage their substitute program. ESS is an experienced managed services organization that is dedicated to providing talented and qualified substitute professionals to K-12 school districts.

As you've already been notified, in order to continue as a substitute for Washington County School District, you must become an employee of ESS. In order to familiarize you with our organization and collect the employment data we need to seamlessly bring you on board, it is mandatory that you attend one of our upcoming orientation sessions:

Orientation

May 2nd @ Washington County School

District Offices-- Boardroom
3PM | 4 PM | 5 PM | 6 PM
121 West Tabernacle Street
St. George, UT 84770

Orientation

May 3rd @ Hurricane High School

3PM | 4 PM | 5 PM | 6 PM
345 West Tiger Blvd
Hurricane, UT 84737

Orientation

May 8th @ Snow Canyon High School

3PM | 4 PM | 5 PM | 6 PM
1385 North Lava Flow Drive
St. George, UT 84770

Orientation

May 9th @ Washington County School

District Offices-- Boardroom
3PM | 4 PM | 5 PM | 6 PM
121 West Tabernacle Street
St. George, UT 84770

Before Your Orientation

Prior to attending your orientation session, please create an ESS profile by following the instructions below:

- Go to www.ESS.jobs
- Click the blue "District Originals" button above the map
- Click "District Originals"
- Click your school district and then click red "Apply" button
- Click "Start" and follow the prompts to create your profile
- Below is a direct link:

<https://www.applitrack.com/source4teachers/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=2097>

What to Bring to Your Orientation

Please bring the following documents with you to your orientation session:

- Proper identification needed to verify your employment eligibility (please see the enclosed I-9 form for a list of acceptable documents)
- Voided check for the direct deposit form

In addition, at the meeting we will have you complete the following forms:

- Signed offer letter of employment, employee manual acknowledgment, 401k acknowledgment, and emergency contact forms
- Employment eligibility verification form (I-9)
- Federal tax form (W-4)
- Direct deposit or Global Cash Card enrollment form
Our secondary method for payroll is a Global Cash Debit Card. If you choose not to sign up for direct deposit, please complete the Global Cash Card Enrollment Form.
- Health insurance marketplace coverage form
- Highest level of education
- Certificate(s)

Moving Forward

Thank you for your cooperation during this transition period. Members of our human resources staff will be available at each orientation session to assist with quickly processing your paperwork and answering any questions you may have. If you have any immediate questions, please contact the ESS Team at 866-208-7454.

We are excited about this new partnership and our shared future. We look forward to meeting you soon!