

New Employee FAQs

How do I sign up for benefits?

Please go to our Employee Benefits website at www.rentonschools.us > Staff > Employee Benefits. The Employee Benefit Guidebook and the New Hire Checklist in the guidebook will assist you in the enrollment process along with providing phone numbers and websites to our brokers and providers. Please consider attending a Payroll/Benefits workshop (times and dates announced each month via email) or call 425.204.2375.

How do I know how much I'll be paid?

If you are a classified employee, your Senior HR Advisor will email you confirming your rate of pay and hours per day. You will also receive instructions on how to view your work assignment sheet in Employee Access. This will also display your wage information, work calendar, and total compensation for the year. If you are a certificated employee, you will be placed at BA+0, step 0 until HR receives and processes all your official transcripts, verifications of employment, and clock hours. Official transcripts must be on transcript paper or can be emailed directly from your college or university to Human Resources staff. Copies of transcripts, or transcripts emailed from an employee are not considered official.

When will I receive my first paycheck?

If you start your position between the 1st and the 15th of the month, you will be paid at the end of the month. If you start your position between the 16th and the last day of the month, you will be paid at the end of the following month. Regardless of your start date, your pay will be spread from the month you receive your first paycheck through August 31st, per the Collective Bargaining Agreement. Paydays are the last business day of the month.

How do I get computer access?

If you are a new RSD employee, you will need wait until the following day before logging in to a computer for the first time. Your username is listed on the front of your blue new hire folder, and the default password is "NEWRSD403". After logging in for the first time, you will be prompted to create a new password. If you are having problems logging in, please contact the Help Desk at 425.204.4357.

How do I access my email through Office 365?

First, you must login to a district or school computer to activate your email. Then, when logging into Office 365, you will use your computer/Skyward login ID (example: jsmith@rentonschools.us). This isn't your district email, but a specific username for Office 365. You will want to make sure that you check your district email frequently. Please refer to the following Tech Instructions page for more information.

How do I get a district badge?

Your badge photo will be taken at the district office when you bring in your required identification for employment. Once printed, it will be delivered to your building.