

# THE FW INSIDER

POWERED BY FLOWING WELLS



Do you know someone who should be nominated for the Flowing Wells Alumni Hall of Fame?

Nominations can be made by completing the application located on the Flowing Wells High School website. Find the application by clicking The Cab Way / Our Alumni / Alumni Hall of Fame. Nominations are due by March 1st.

SAVE THE DATE!

FESTIVAL UNDER THE STARS

FRIDAY, MARCH 20TH

## ACCESS EMPLOYEE SELF SERVICE INFORMATION FROM YOUR PHONE

If you are looking for a simple, mobile-friendly way to access information in ESS, then download the Munis ESS Mobile application!

**Step 1:** In the App Store or in Google Play, search for *Munis ESS Mobile*.

**Step 2:** Download the app on your phone.

**Step 3:** The first time you log in, you will be prompted to scan the QR code below using the red line that will appear on your phone screen.

**Step 4:** Then enter your normal ESS login and password.

**Step 5:** Enjoy mobile-friendly access to your pay and tax information, your accrued time, requesting time off, and more.



## WE ARE HIRING TEACHERS AND ROUNDING UP KINDERS!

We are currently hiring certified positions for the 20-21 school year! If you know anyone who would be a great fit to teach in our district, please tell him or her to apply today. We are also getting ready for Kinder Round Up at each of our elementary schools, and we are accepting open-enrollment students at all grade levels for next school year. Help us spread the word that Flowing Wells is an exceptional place to teach and learn! #gofdw



## VFW TEACHER OF THE YEAR AWARDS!



Congratulations to Rachel Lodge, FWHS social studies teacher and Mario Ruiz, FWJHS social studies teacher, both of whom were selected as Veterans of Foreign Wars Post 10188 Teachers of the Year!

## BENEFIT ME

Your 1095-C "Employer-Provided Health Insurance Offer and Coverage" is located in ESS. You may want to print a copy of this document for your records. Remember, you do not need to file your 1095-C with your taxes, but it is a good idea to keep it with a copy of your taxes in case you are ever audited.

## MONDAY 10AM DEADLINE TO ENTER TIME

A reminder that **all time from the prior week**, including regular hours worked, overtime hours, additional duty hours, and the use of sick, personal, or vacation time must be fully approved in TimeClock by your site's administrative assistant and principal or director by 10am each Monday. The Business Office is not able to extend the 10am deadline, so please plan accordingly to ensure that you are paid appropriately. If you have questions or concerns, please contact the Business Office.