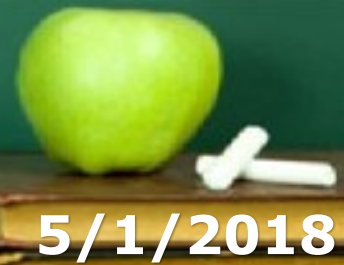




SUBWAY NEWS



5/1/2018

YOU MAKE A DIFFERENCE!

School ends Friday, May 18, and **subs are still in high demand.** This is the time of year that staff are taking field trips. Subs are needed to maintain the continuity of learning.

We want to thank you for your dedicated service to the Mat-Su Borough School District!



REMINDERS



- Building Subs, Long-term Subs, Food Service Subs, and Custodial Subs, please return your badges to the Administrative Secretary at your work site



- Login to your e-mail throughout the summer in order to keep your accounts current and stay up to-date regarding new information for next school year.



District Contact

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NEXT SCHOOL YEAR

- If you subbed at least once during the 2017-2018 school year, you only need to check with HR and make sure that your Interested Persons Report is current in order to remain active in the 2018-2019 school year.
- Subs that signed up this school year, but did not sub in the 2017-2018 school year, will be required to turn in a Substitute Update Application to remain active in the 2018 -2019 school year.

PERSONAL INFO CHANGES

- Employee Self Service (ESS) is a system that provides substitutes access to personal, pay, and tax information. You can view and print check stubs as well as view and update personal information. You can log into ESS through the website <https://mss.matsuk12.us//MSS/login.aspx>.

MSBSD: *We prepare all students for success*