**How to log in to EA**: username: cboces’s email, you set up password

IItems in portal:

Attendance- to request time off, how to cancel a requested time off, reminder if you take off time for Jury duty, professional dev, or bereavement this will make your leave go to the negative.

Sick leave comments: When requesting sick leave, Employee Online requires a comment to be entered. We want to remind staff to be mindful of what they are entering in that box. Such records could be questioned by our auditors, or reviewed as part of an HR audit. (Mandy give example like taking a trip or going to a soccer game, as examples of what not to write.) Also, our policy is that documentation may be required for approval of taking four or more consecutive paid sick days. Please let Mandy or Erich know if you have any specific questions about these topics.

Explain new HFWA leave to timecard people only, explain Emergency Sick leave for public health emergency leave, pull the documents to help with visuals such as the ACT under covid info, act. EFMLEA (expansion act)

Tax withholding forms- click to fill out tax forms this gets emailed to me and tied to your deduction. Also, any changes to your profile

Compensation- gives you your paystubs and you can go back through that fiscal year to see all stubs.

Policy/procedures and handbook are on CBOCES website under about us

**New info:**

**Referral for vacancy’s and they apply you receive $1000**

**Insurance Information:**

**Flu shot- administered in Sept no appt needed at CEBT wellness center**

Health Insurance- CEBT, UMR, see below for benefits and extras for health insurance such as surgeryplus, Healthcare bluebook, triad, wellness centers, teladoc.

Surgery plus- save about 25% for your out of pocket, it does have some inconveniences and you may have to travel out of state, all travel expenses are paid, plus a gift card for food per diem. No reimbursements all paid up front.

Dental Insurance- Delta Dental PPO Plus Premier- Plan A

Prescription- caremark

**Websites to look up –this is all in the CEBT website**

Member.umr.com= go to register, this shows you EOB (explanation of benefits), claims, members, providers, etc.

deltadental.com - member create an account, once in can look up what treatment may cost. To print card go to bottom of page click on patient’s home page, register for dental benefits or do app for phone. print new card- manage profile, your benefits, etc.

[www.cebt.org-](http://www.cebt.org-) community/online enrollment, fill out and verify, look up providers, and get resources, under resouces will give you the most info on your specific plan ( your plan is on your pay stub)

on main page- resources benefits under medical- see PPO you are participating ( on your check under PPO (4) (5) or (6)), providers- united health care, search for medical providers- change location, health care by category- people and primary care

Resources, Benefits, commonly prescribed medications- to see if your prescription is covered

mymarathon-health.com = wellness centers 970-373-4625 Greeley. This website you can see your appointments, schedule appointments, see results, etc.

also surgeryplus= cebt.surgeryplus.com, click on register now, access code surgeryplus and explore, did all staff on insurance receive surgeryplus cards?

Healthcarebluebook.com= 800-341-0504, or get online register and fill out support form, green is fair price to get reward. Go to rewards upper right for more information.

CVS or caremark card- caremark.com - to manage prescriptions create an acct, go to request a new prescription and complete.

Teledoc.com- set up an acct. or returning member go to bottom and login.

Traideap.com == username: CEBT, password: eap

Wellness Center- refer to magnets free for employees on health insurance except Kaiser or go to my marathon-health.com. Wellness centers 970-373-4625 Greeley. This website you can see your appointments, schedule appointments, see results, etc.

Legal Shield: <https://ls-info.com/res/10939/430?source=web> to watch video for more info.

And loan forgiveness program Here is a link to the information about Colorado Loan Forgiveness Programs for Teachers:  [http://www.cde.state.co.us/fedprograms/loanforgiveness](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.cde.state.co.us%2ffedprograms%2floanforgiveness&c=E,1,QN8YTwaurselgHGCsbasqKo9jH-p3JkA-VlJeSM8YUj9Goj7g_7Zax93RyImDp88OiiiENYI0FLK0CCfvB9McrEGkGPGZYQr7fNCipDYHwSrXA,,&typo=1)

The CDE contacts for questions about the program are Michelle Prael, prael\_m@cde.state.co.us (303-866-6998) and Emily Owen (303-866-6850).

Rocky Mountain Reserve for FSA 125

**To Create Your Online Account:**

1. Go to **https://www.rockymountainreserve.com**

2. Click on: Employee.

3. Click on: FSA/HRA.

4. Click on: Create Account.

5. Follow the Instructions.

6. Username will be the name you use to login for the web portal and mobile application.

7. The password must contain 3 of 4 requirements: Upper case letter, lower case letter, special charter, or number.

8. For Employee ID Use SS# or other assigned Employee ID.

9. Employer ID for all employees. Or employer ID= rmrcen

Reminder we have legal help if needed for 14.95 a month

PERA-copera.org set up a pin, new employees watch video <https://www.copera.org/media/video-center> and click on what is Colorado PERA, as well as any other videos that might interest you.

Also, CDE licensing show how to look up license.

Cde, licensing, look up public educator, public educator search (top right corner), don’t need credential status or #

Fingerprinting-I can do your fingerprints for Licensing with CDE ($40) and we also provide fingerprints for certain school districts in the area.