**Salary/Benefits Cheat sheet**

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| **To Do:** | **How to:** | **Who is in charge:** | **Link:** |
| Check your salary, class, and step: | * Log into BP via My CPS website: go to MYCPS and click on employee portal. * You need your employee ID E followed by 5 numbers. * Initial password is full SS number. * Once in Employee online under menu click on employee contracts to see past and current contracts. * Confirm salary amount in item 3 with salary schedule * To confirm your biweekly pay (level Pay) divide your salary by 26. | Anthony Williams, Manager of Staffing  [willant@cpsboe.k12.oh.us](mailto:willant@cpsboe.k12.oh.us)  Michella Harris,  Payroll Supervisor  [harrmic@cpsboe.k12.oh.us](mailto:harrmic@cpsboe.k12.oh.us) | <https://mycps.cps-k12.org>  [Log into Employee online directions](https://drive.google.com/file/d/1ePj_cdwKtuTON0byWtvI5bTmQqBvNJNR/view)  [2023\_2024 Salary Schedule](https://www.cft-aft.org/docs/copy-of-salary-schedules-for-ta-2023-2024/) |
| Sign up for health care: | * You have 30 days from hire/start date to sign up for benefits * You will enroll in benefits in Employee Online | Keith Grace, Manager Benefits  [graceke@cpsboe.k12.oh.us](mailto:graceke@cpsboe.k12.oh.us) | [CPS Benefits page](https://sites.google.com/cpsboe.k12.oh.us/benefits/home) |

If you have questions please email the contact in the “Who is in charge” column. If you do not receive assistance/response please forward your email to [cft@cft-aft.org](mailto:cft@cft-aft.org) so that we can assist you.

Abbreviations:

BP- Business Plus

SS- Social Security