



Salary/Benefits Cheat sheet

To Do:	How to:	Who is in charge:	Link:
Check your salary, class, and step:	<ul style="list-style-type: none"> 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. 	<p>Shane Wery, Manager of Staffing werysha@cpsboe.k12.oh.us</p> <p>Michella Harris, Payroll Supervisor harmmic@cpsboe.k12.oh.us</p>	<p>https://mycps.cps-k12.org Log into Employee online directions 2024 2025 Salary Schedule still effective July 1, 2025</p>
Sign up for health care:	<ul style="list-style-type: none"> You have 30 days from hire/start date to sign up for benefits You will enroll in benefits in Employee Online 	<p>Keith Grace, Manager Benefits graceke@cpsboe.k12.oh.us</p>	<p>CPS Benefits page</p>

If you have question/s please email the contact in the “Who is in charge” column. If you do not receive assistance or a response please forward your email to cft@cft-aft.org so that we can assist you.

Abbreviations:
 BP- Business Plus
 SS- Social Security