



# Onboarding Instructions

New Hires - Utilize [Frontline Central](#) to submit Onboarding Paperwork

Welcome to the San Antonio ISD Team!

We are excited that you will be joining San Antonio ISD and helping us reach our district goals to ensure all students graduate college and career ready. To ensure a smooth transition working for the district, we've outlined time-sensitive steps that we need you to complete.

**Please complete all steps below in the next 5 business days so there is no delay in your start date.**

1. **FRONTLINE CENTRAL EMAIL:** You will receive an email invitation from Frontline Central requesting for you to create an account. Please check your Junk/Spam/Clutter Folders for this email. Upon locating the email, please follow the instructions directed on how to create an account. Once the account is created you will be able to access the forms in the Onboarding Packet.
2. **COMPLETE ELECTRONIC HIRING DOCUMENTS:** Please complete all the documents from a device of your choice (tablet or computer). A computer is highly suggested as other devices may not be user friendly. Review [full instructions](#) here before completing your first electronic form.
3. **IN-PERSON DOCUMENTS AT THE CENTRAL OFFICE BUILDING – UPLOAD DOCUMENTS PRIOR TO IN- PERSON APPOINTMENT.** There are 2 forms in the onboarding packet that require your attention. The Teacher Retirement System Eligibility and the I-9 Forms **will require that you upload 2 forms of identification. Once you have uploaded these documents**, you will need to present them in-person at our office as a part of your onboarding. Your Human Capital Management Point of Contact will be in contact with you to schedule an in-person appointment. Please **DO NOT** drop into the San Antonio ISD Central Office Building **without an appointment**.

Please read the information below regarding the I-9:

**I-9 APPROVED DOCUMENTS (see [page 3 of the I-9 guidance](#)), most commonly submitted:**

- Valid Driver's License/ID Card or Passport
- Social Security Card (also required for payroll purposes) *Copies are **not** acceptable.*

## **ADDITIONAL DOCUMENTS**

- Certifications/Licensures, if required for the position.
- Official, Degree-Conferred Transcript(s), if required for the position and/or to be considered for compensation (also accepted electronically at [onboarding@saisd.net](mailto:onboarding@saisd.net))
- Service Records from prior Texas Public School District (if you would like to transfer any State Personal time, as well as to verify years of experience for compensation).

**OFFICE LOCATION: San Antonio ISD - Central Office Building [514 W. Quincy Street, San Antonio, Texas 78212](#)**

**OFFICE HOURS (By Appointment Only):** Weekdays 8:00 am - 4:30 pm *Office dress code is business casual.*

Again, we appreciate your quick attention to these required items as this helps us prepare to officially welcome you to your new role!

Thanks again,  
SAISD Recruiting & Staffing Team  
<mailto:joinus@saisd.net>



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## Step 1: Select Your Device

Use a **smartphone, tablet, desktop or laptop** with internet access to complete your electronic paperwork.



## Step 2: Select Internet Browser

Frontline Central works best on [Google Chrome](#).

**DO NOT USE Internet Explorer** – it does not allow you to fully view forms needed for onboarding.

## Step 3: Review Email & Complete Forms

➤ In your personal email account, look for the email with the subject “**San Antonio ISD has invited you to Frontline Central**”. Follow the directions in this email to create a **Frontline ID**. If you do not see this message, check your Spam/Junk folder and then mark this address as a safe sender in your computer settings.



➤ Once you create your Frontline ID, **save** the Frontline username and password you created in a safe place for future reference.\*

➤ Next, follow the hyperlinks in any additional emails from [no-reply@frontlineed.com](mailto:no-reply@frontlineed.com) to begin completing your new hire paperwork within [Frontline Central](#).

## Step 4: Use PDF Overlay

Information must be completed in “**Web Form**”, so the software automatically opens each form for you in this format. However, we also recommend viewing the form in “**PDF Overlay**” to give you a visual of what the actual form will look like. To do so, utilize the PDF Overlay toggle switch on the upper right, available on most forms. Then, switch back to “**Web Form**” to complete the form. As you complete and “**Save**,” feel free to toggle back to “**PDF Overlay**” as needed. Similarly, if you need to enter sensitive information such as your date of birth, select the “eyeball” button, or use a similar toggle which states “Display Sensitive Info” to turn it to green.

Web Form

PDF Overlay

Display Sensitive Info



*\* Do you already have a Frontline Central account from your previous employer? No problem! Either (1) choose a new username to create a brand-new Frontline account, or (2) if you remember your old username and password, select “Sign in with your Frontline ID” (below the “Create a Frontline ID” button), and sign in using your previous credentials.*



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## Step 5: Upload Files

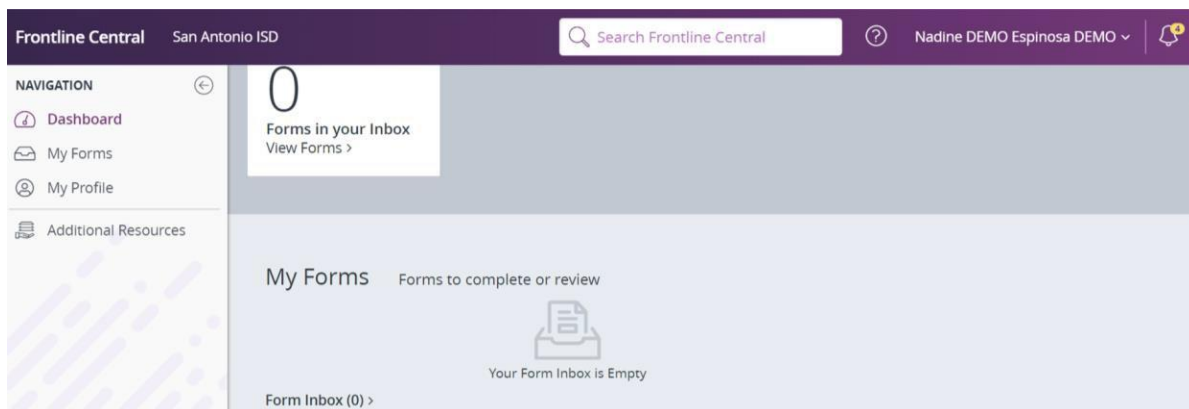
We accept most file types, including **JPG** and **PDF**.

- If you have the identification or document, you need already saved on your computer, **upload** that document.
- **If you do not already have your document saved**, and you have a smartphone, **snap a photo** of the identification or document on your smartphone. Then, email the image to yourself so you can upload from a computer/tablet. Or “Save” your progress, login to [Frontline Central](#) from your smartphone, and upload right from your smartphone into Frontline Central.
- **If you need assistance**, “Save” your progress on each form needing an upload and bring in original documents so our front office staff can assist you - [514 W. Quincy St., 78212](#).
- After you’ve completed the onboarding process, delete any onboarding photos from your device(s) and/or email account(s), and empty your Trash.



## Step 6: Utilize Dashboard Feature

Sometimes after you complete a form, your “My Forms” screen turns white, and it seems like you may have completed all forms. To double-check, on the left, select “**Dashboard**” and refresh to ensure you submit each item. You have completed all documents you have received once your screen shows “0” remaining Forms in your Inbox and states “**Your Form Inbox is Empty.**”





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## Step 7: Complete In-Person Processing

As part of the onboarding process, **every new hire** needs to show the original documents associated with your I-9 and sign one particular document in-person. We can also provide assistance in uploading the necessary documents for the I-9 only. **We look forward to seeing you soon!**

### OFFICE LOCATION & HOURS:

San Antonio ISD - Central Office Building

[514 W. Quincy St., 78212](#)

Weekdays 8:00am-4:30pm | Office dress code is business casual. | Appointment Necessary

Please review instructions [here](#) on how to pick-up your SAISD ID badge.

## Step 8: Utilize your Checklist

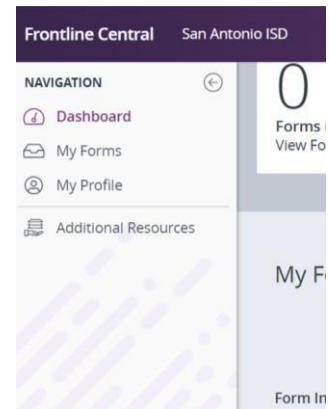
We also provided you with a **Checklist** as one form to complete. Switch to “**PDF Overlay**” to see it in this format. As you complete each item, check off each and click “**Save**” on the upper-right on your Checklist. Once you complete all your items, electronically sign and “**Submit**” so that we can review everything and ensure you are setup to start!



## Step 9: Submit your Checklist & Form Access

➤ Once you submit your Checklist, your **Talent Partner/Talent Acquisition Manager** will be in touch with you within **two business days** to confirm your start date, reporting location, etc. If you have any questions in the meantime, contact your Talent Partner/Talent Acquisition Manager, or email us at [onboarding@saisd.net](mailto:onboarding@saisd.net).

➤ After we have verified your forms, we are piloting granting you electronic access, 24/7, to view a subset of your submitted documents. For example, to view your **W-4**, login to [Frontline Central](#) and select “My Forms” on the left. **Note:** you will not be able to see all of your submitted forms at this time and will be able to see your completed W-4 only after all our departments have processed this form for you.



## Step 10: Learn more about San Antonio ISD!

While you wait to hear your next steps from us, feel free to learn more about current happenings in the district by reviewing our [SAISD website](#), as well as following us on [Facebook](#), [Twitter](#) and [LinkedIn](#).