



Genesee Education Consultant Services

G6235 Corunna Road, Suite C  
Flint, MI 48532  
P 810-396-1100 F810-720-4341  
[www.gecs-inc.org](http://www.gecs-inc.org)

### **GECS Orientation Procedure**

1. Complete and sign all new hire paperwork located on the right side of your folder and return to GECS. If not already turned in, GECS will need a copy of the following:

- ▶ **Valid Michigan** Driver's License or State ID ◀
- ▶ Social Security Card ◀
- ▶ Proof of Automobile Insurance ◀
- ▶ Voided Check for Direct Deposit ◀

2. Go to [www.gecs-inc.org](http://www.gecs-inc.org)
3. Click on **"FORMS"**
4. Click on **"ORIENTATION/ORIENTATION FORMS"**
5. Download the Handbook from that page **to your computer screen. Do not print.**
6. Read through PowerPoint presentation and refer to Handbook when asked (disregard link on last page of orientation). Close out the presentation when you are finished reading.
7. You will be contacted for a fingerprint appointment, which will done at the GISD Davis Center, **2413 West Maple Avenue, Flint.** Please bring a check or money order payable to GISD in the amount of \$60.00. **Cash is not accepted.**
8. Get TB test completed by local clinic or doctor's office (needs to be read 48 hours **after test is taken**), if applicable.
9. Health Appraisal, if applicable.

Results must be given to GECS before employment can begin for the following:

- FINGERPRINTS
- TB Test
- Health Appraisal, If Applicable

## EMPLOYEE WEB

Employee Web is a secure online application that displays your **personnel** and payroll related information via the Internet.

You can access Employee Web anytime to view your:

- Basic Information
- Contacts
- Attendance
- Deductions
- W4 Information
- Payroll (current and history)
- W2 Information

The link to Employee Web can be found on GECS' website at [www.gecs-inc.org](http://www.gecs-inc.org). Select the **STAFF RESOURCES** tab and from the drop down menu, select **EMPLOYEE WEB**.

Log on to the Employee Web by using:

1. ID  
The six digit employee identification number will be provided by GECS **when** your new hire file is complete. Please call our office at 810-396-1100 if you do not have this number.
2. PIN  
The last four digits of your **Social Security Number**. You will have the opportunity to change your PIN once you have logged into **EMPLOYEE WEB**.

For Questions:

Human Resources  
810-396-1100  
810-720-4341 Fax  
[contactus@gecs-inc.org](mailto:contactus@gecs-inc.org)

Payroll  
810-591-4411  
810-591-4864 Fax  
[gecspayroll@geneseeisd.org](mailto:gecspayroll@geneseeisd.org)