

# HR NEWS FOR YOU!

THE QUARTERLY NEWSLETTER OF THE MCCS HR DEPARTMENT



HR nipping  
at your nose!

## 2023 Certification Renewals

The process has begun for the **2023 Certification Renewals**. If your GaPSC certificate expires in 2023, you will receive a packet from the Human Resources Department about renewing your certificate on January 5, 2023. The GaPSC is **PAPERLESS** as of July 2021. Please login to your [MyPSC](#) account to update your Personal Affirmations (PAQs) and complete a Certification Application (if necessary). Packets will be due to HR on **Friday, January 20, 2023**. If you have any questions regarding this process, please contact Kayla Andrews at [kayla.andrews@morgan.k12.ga.us](mailto:kayla.andrews@morgan.k12.ga.us) or 706-752-4609.



### KEY DATES

**January 13th:**  
**Letters of Intent Due to Principals & Managers**

**January 16th: MLK Jr. Holiday**

**February 20th - 24th:**  
**Winter Break**

**March 17th: Staff PL Day**

**April 3rd - April 7th:**  
**Spring Break**

# Planning to Retire in 2023?

## 2023 Retirement Process and Deadlines

Important Information to Ensure a Smooth Transition of Health Coverage into Retirement.



All employees who intend to retire in 2023 should submit a **Letter of Intent** to their **Principal or Manager** no later than **Friday, January 13, 2023.**

Employees who are members of the **Teachers Retirement System of Georgia (TRS)** need to utilize the website at [www.trsga.com](http://www.trsga.com) or call 1-800-352-0650 to request an Estimate of Benefits with your anticipated retirement date. *TRS recommends submitting your application as early as (6) months, no later than (2) months before your date of retirement to avoid any delays of monthly retirement checks and possible interruption of health coverage.*

Employees who are members of the **Public School Employees Retirement (PSERS)** are encouraged to apply for retirement as early as (3) months before your retirement date to avoid any delays of monthly retirement checks and possible interruption of health coverage. You may visit the website at [www.ers.ga.gov](http://www.ers.ga.gov) or call 1-800-805-4609 to request an Estimate of Benefits with your anticipated retirement date. If you have any retirement questions, please do not hesitate to set up a time to meet with Kayla Andrews. You can contact Kayla Andrews to schedule an appointment. Please contact **TRS or PSERS** prior to scheduling an appointment with Human Resources.

## Paraprofessional Ethics Training



**Attention All Paraprofessionals!** Please mark your calendar for **Friday, March 17th, from 8 AM to 12 PM.** The district will host the GaPSC's Paraprofessional Ethics Training at the **Morgan County High School Auditorium** on this professional learning day. All Paraprofessionals will participate in this **mandatory** training for your professional growth. We are really excited about this upcoming professional development opportunity.

## GaPSC Certifications Changes

Please remember, to request certificate upgrades or add an additional field to an existing teaching certificate; you must follow the steps below after completing an approved degree or endorsement program.

- 1) Submit Official Transcripts to the GaPSC. Request your college to directly email the official transcript to [mail@gapsc.com](mailto:mail@gapsc.com).
- 2) Complete a certification application through your [MyPSC](#) account.
- 3) Update your PAQs through your [MyPSC](#) account.
- 4) Notify Human Resources after you complete the steps above.

If you have any questions regarding certifications, please contact the GaPSC at (404) 232-2500 or (800) 869-7775 or click [here](#) to visit their website.

## Welcome Back!!!

We hope you had an enjoyable and relaxing holiday break!

It's time to get back in the groove for the second half of the school year!



# Winter Wellness: Four Tips for Staying Healthy this Winter Season



1. **Consume Warmth.** Consider consuming warmer food such as soups. Warming foods such as soups & spices help to raise the body's yang energy – which boosts energy, improves circulation, and helps improve the body's winter defenses.
2. **Sweet Dreams.** Winter does, in fact, still affect our sleep cycle. Avoid caffeine after 12 PM if you are caffeine sensitive. Turn off all electronics at least an hour before sleeping. Consider taking a bath with relaxing essential oils such as lavender, chamomile, and eucalyptus.
3. **Keep moving!** It's vital to keep active throughout the colder months, even though our inner bear may just want to hibernate. Exercise increase endorphins (happy hormones), so run up, jog or yoga into a downward dog.
4. **Seek the Sun.** It's important to spend some time outdoors, even when it's cold. Spending 15–20 mins per day in the sun and a healthy diet should be enough to maintain healthy vitamin D levels.



## Employee Portal: Etrieve

**REMEMBER:** To view and update your employee documents, you **MUST** login to your Etrieve account. To access Etrieve, you will click on the "Man in the Box" to login using your school google email and password. Here's the link to Etrieve:  
<http://morgancentral.etrieve.cloud/>



*Happy Winter*

*Hope your winter days are pleasant and beautiful!*



**Kayla Andrews,**  
**Director of Human Resources**

# Inspiration

**"You are making a difference Every Day. Thank you for all you do to make Morgan County Charter Schools an amazing district!"**

**Kayla Andrews**



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**APRIL 2023**  
**SPRING EDITION**