

Welcome to the Eugene School District 4J!

Important Information for your Transportation Substitute Position

- You will be paid for the 16th-15th of the following month at the end of each month.
 - For example work from January 16th through February 15th would be paid February 28th.
- You can take your picture for your District ID badge at the Facilities department located at 715 W. 4th Ave, Eugene, OR 97402. They are open from 7am – 3:30pm Monday-Friday.
- You should be wearing your District badge at all times in all District buildings and when performing 4J job duties.
- When you have completed orientation you will be notified by someone from the Transportation department regarding next steps.
- If you have technical problems the Technology Department help desk can be reached at 541-790-7777 and is a great resource.
- If you set up the direct deposit your first check will still be mailed to your home address. The second check after Payroll receives your direct deposit form will be directly deposited. Your pay stub will be online. Instructions to view your pay stub can be found at <http://www.4j.lane.edu/staff/paystub>.

Good luck with your new position and again welcome to 4J!