



**DATE:** August 2024  
**TO:** All YCOE Staff  
**FROM:** Cindy Nguyen,  
Assistant Superintendent, Human Resources  
**SUBJECT:** HR Pop Quiz (Optional)

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**Prizes, Prizes, Prizes!!!!**

As is our back-to-school tradition, we have prizes for the first 5 lucky winners. All you have to do is correctly answer the questions below to be entered into our Annual HR Pop Quiz **by Friday, August 23<sup>rd</sup>**.

1. If you are unable to access Frontline (Aesop) to report an absence, you may call \_\_\_\_\_ or email \_\_\_\_\_.

2. What does the ESS acronym stand for? And what does the ESS Portal include?

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3. After reporting an injury/incident to Company Nurse and your supervisor, you must also contact?

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4. When are all the required Annual Employee Acknowledgement forms due for submission to Human Resources? And where are the forms located?

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5. When are all the required annual online Mandated Trainings due for completion and certificates submitted to Human Resources?

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All submissions will be reviewed for accuracy/completeness on **Wednesday, August 28<sup>th</sup>**.

We will have 5 lucky winners for a **fabulous** prize!!! No purchase necessary and you do not need to be present to win. 😊

Printed Name \_\_\_\_\_

Work Location \_\_\_\_\_

Contact Number \_\_\_\_\_