

RT3 One-Time Merit Pay for Teachers and School Administrators Payable on, or before August 15, 2015

To: Atlanta Public Schools Teachers and School Administrators
CC: Associate Superintendents
From: Human Resources Division
Date: May 20, 2015
Re: **ACTION REQUIRED: RT3 One-time Merit Payment for Teachers and School Administrators**

As a Cohort 1 Race to the Top (RT3) district, Atlanta Public Schools is mandated by the Georgia RT3 Scope of Work to provide a one-time merit payment to qualified teachers and school administrators based on performance and tied to student achievement. To learn more, visit the [RT3 One-Time Merit Pay website](#). If you have questions, please email us at: rt3meritpay@atlanta.k12.ga.us.

Teachers and school administrators will receive notification by mail and email regarding their merit pay status during the summer of 2015. To ensure receipt of your merit pay status and/or payment (if applicable), please update your personal information in Lawson to reflect the most current information.

To Update Your Contact Information

1. Go to the Atlanta Public Schools home page <http://www.atlanta.k12.ga.us/site/default.aspx?PageID=1>.
2. Click [Employee Tools](#) at the bottom right of the main page, or click [here](#).
3. Click the [e-APS](#) link to access Lawson logon page below.



4. Enter your **employee/LAWSON number** (user name) and your **APS network password** (password).
 5. Click on **Employee Self-Service**
 6. Click on **Life Events**
 7. Click on **Move**
 8. On the **Home** tab, verify that the mailing address is correct. Otherwise, please enter the updated home address.
 9. Enter an effective date, and click **UPDATE**.
 10. You should receive a message stating that your Contact Information has been updated.
 11. If you encounter technical issues or have questions while updating your contact information, please contact the Client Support Help Desk by calling 404-802-1000 or by email at clientsupport@atlanta.k12.ga.us.
-