

IMPORTANT: THIS MESSAGE MUST NOT BE ACCESSED ON GOVERNMENT TIME, PROPERTY, OR EQUIPMENT. DO NOT FORWARD IT TO ANY DODEA OR OTHER GOVERNMENT EMAIL ACCOUNT, OR TO INDIVIDUALS LIKELY TO VIEW IT WHILE ON GOVERNMENT DUTY OR SYSTEMS. ONLY VIEW THIS EMAIL USING A PERSONAL DEVICE, PERSONAL INTERNET CONNECTION, AND OUTSIDE OF DUTY HOURS.

Hi Member,

MyPay only keeps your documents for one year, so it's essential to maintain your own complete and organized Professional Records Information Folder.

This "folder" doesn't have to be physical. It can be a secure cloud folder, an encrypted USB drive, or a clearly labeled set of files on your personal device. What matters is that it's easy for you to access, well-organized, and backed up.

Having these materials on hand can protect you in case of a pay grievance, false debt claim, or other workplace dispute. Too often, these issues arise months or years after the original paperwork was issued. Having your own complete records could mean the difference between a quick resolution and a long, difficult fight.

You can download and print [this checklist](#) to help you keep this information together, or review the list below.

At Minimum, Your Folder Should Include:

- All Leave and Earnings Statements (LES) – You can get the past 12 months from MyPay
- All SF-50 forms (Notification of Personnel Action) – Request from your personnel office if you don't have them
- Overseas Employees: All LQA (Living Quarters Allowance) reconciliation paperwork, Forms DS-1190, and any documents/emails on how allowance/benefit amounts were determine
- Documentation of all financial awards

Additional Records to Keep:

- Employment letter/notice or agreement
- Teaching certificate/vocational license and recertification records
- Transcripts of credits and degrees earned
- All ratings and evaluations
- Leave records
- Correspondence/memos with your administrator or supervisor
- Awards, commendations, and recognitions
- Written records of incidents affecting your liability or employment
- Copies of grievances filed by you or on your behalf (including Goodbye Grievance if leaving FEA's Overseas bargaining unit)
- Any correspondence or filings related to Resources for Pay Problems

Check Your Leave and Earning Statements (LES) Regularly

- Ensure your daily rate is consistent throughout the school year
- Verify health insurance deductions are correct
- Confirm leave is being accurately credited

Maintaining your records and knowing your rights are essential steps in protecting yourself as an educator—so start or update your Professional Records Information Folder today.

Enroll in AutoPay Today!

Keep your membership active and your benefits uninterrupted by enrolling in AutoPay. Please remember that under the updated Board policy, memberships will be cancelled for nonpayment. Avoid any risk of a lapse and sign up for [AutoPay](#) today.

In solidarity,
Federal Education Association

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