

Section 6

NEW EMPLOYEES

**Pre-Employment
Requirements and
Checklist**





Checklist of Forms- New Employee

(Tear out page and return to Human Resource Services)

Payroll Sensitive

Name: _____

Site/School: _____

This checklist identifies the two kinds of forms in this packet: (1) those you must **complete and return to Human Resource Services** (Section 1); and (2) those you are to retain for your own information or records (Section 2 Appendix). Please keep in mind the importance of completing and returning the forms in Section 1 to Human Resource Services **within two working days**. **Please return the Checklist of Forms with Section 1 forms.** Thank you.

SECTION 1: RETURN

Checklist of Forms-New Employee

- Emergency Data
- Ethnic Origin/Race Questionnaire
- Oath of Allegiance
- Child Abuse Reporting Req.
- Employment Eligibility Verification
- Copy of Social Security Card
- Authorization for Electronic Money Transfer (Direct Deposit)
- Federal Withholding Form (W-4)
- State Withholding Form (DE-4)
- Retirement Questionnaire
- STRS Permissive Membership
- Retired Employees (STRS)
- Workers' Compensation Reporting Requirements
- Tuberculosis Testing Requirements
- Fingerprinting Requirement
- Sexual Harassment Reporting
- Annual Employee Notifications
- Benefit Authorization Form
- Serna Center ID Badge Request
- New Employee Orientation: Date/Time: _____

Certificated Forms

- Contract (Certificated)
- BTSA New Hire Notification (Certificated if applicable)
- SSA 1945 (Certificated, Certificated Substitute if applicable)
- Credential (Certificated)
- NCLB Paperwork (Credential Specialist)
- Salary Placement (Certificated)
- Salary Schedule
- Transcripts for Salary Placement
- Verification of Teaching Experience for Salary Placement
- Verification of Allied Experience for Salary Placement
- Salary Plan (Certificated)
- Professional Development (Certificated)

Classified Forms

- Terms of Employment (Classified)
- Salary Schedule

Classified Forms (cont'd)

- Transcripts: NCLB (Original req'd if applicable) (48 units)
- Experience Verification for Classified Salary Placement
- Salary Plan (Classified)
- Professional Growth (Classified)

Management Forms

- Terms of Employment (Mgmt)
- Form 700 Statement of Economic Interests (Designated Management)
- SSA 1945 (Certificated, Certificated Substitute if applicable)
- Salary Schedule
- Verification of Management Experience for Salary Placement
- Verification of Management Allied Experience for Salary Placement
- Verification of Management Comparable Experience for Salary Placement
- Salary Plan (Certificated)

SECTION 2: APPENDIX: MAINTAIN FOR YOUR RECORDS

Appendix A: School Holidays, Vacation Allowance and Sick Leave

Appendix B: Medical Benefits, Dental Coverage, Vision Coverage, Life Insurance, and COBRA

Appendix C: Flexible Reimbursement Accounts, Payroll Deposit/Deduction Options, Pay Date Schedules

Appendix D: Child Abuse Reporting Requirements

Appendix E: Instructions for Employment Eligibility Verification

Appendix F: Commission on Teacher Credentialing and Union Information

Appendix G: Day-to-Day Substitutes/Eligibility Lists

Appendix H: Workers' Compensation Reporting Requirements

Appendix I: Tuberculosis Testing Sites and Schedules

Appendix J: Annual Employee Notifications, Sexual Harassment, Uniform Complaints

Appendix K: Bloodborne Pathogens

Appendix L: No Child Left Behind (NCLB)

Appendix M: Commonly Asked Questions

Employee Signature

Audited by: _____ Date: _____

Name: _____