



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
 - Acknowledgement of Receipt of Election Info Retirement System Coverage (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: _____