



Checklist of Forms- Standard

(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-Standard**
- Emergency Data
 - Ethnic Origin/Race Questionnaire
 - Oath of Allegiance
 - Child Abuse Reporting Req.
 - Employment Eligibility Verif
 - Copy of Social Security Card
 - Authorization for Electronic Money Trnsfr (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
 - Serna Center ID Badge Request
 - New Employee Orientation: Date/Time: _____

Certificated Forms

- 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

Classified Forms

- Terms of Employment (Classified)
- Salary Schedule
- 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 Placemnt
- 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
- Appendix B:** Payroll Deposit/Deduction Options; Pay Date Schedules
- Appendix C:** Child Abuse Reporting Requirements
- Appendix D:** Instructions for Employment Eligibility Verification
- Appendix E:** Commission on Teacher Credentialing and Union Information
- Appendix F:** Day-to-Day Substitutes/Eligibility Lists

- Appendix G:** Workers' Compensation Reporting Requirements
- Appendix H:** Tuberculosis Testing Sites and Schedules
- Appendix I:** Annual Employee Notifications, Sexual Harassment, Uniform Complaints
- Appendix J:** Bloodborne Pathogens
- Appendix K:** No Child Left Behind (NCLB)
- Appendix L:** Commonly Asked Questions

Employee Signature

Audited by: _____ Date: _____

Name: _____