Human Resource Services

Sacramento City Unified School District

Pre-Employment Checklist

Date: _____ Return to _____ When Completed

NAME:	Comments:
SOCIAL SECURITY NUMBER:	
LOCATION:	
POSITION: HOURS:	
STATUS: ⚪ Probationary ⚪ Temp Cert ⚪ Substitute ⚪ Short-Term Temp ⚪ Other	

EMPLOYMENT PROCESS	P/W DATE GIVEN	INITIAL	P/W DATE COMPLETED	INITIAL
⚪ Application				
⚪ Transcripts: NCLB				
⚪ Cert ⚪ Class (48 units)				
⚪ Copy of Social Security Number				
⚪ TB Test Information and Forms				
⚪ Fingerprint Information and Forms				
⚪ EEE Lift Test				
⚪ Bilingual Testing				
⚪ Orientation Date: _____				
⚪ Supplemental Information Packet				
⚪ Blue (New Employee W/O Ben)				
⚪ Green (New Employee W/Ben)				
⚪ Salmon (Cur Emp Elig for Ben)				
⚪ Yellow (Cert Day-to-Day Sub)				
⚪ Insurance Eligibility Forms				
⚪ Union Membership				

EMPLOYMENT HANDOUTS	P/W DATE GIVEN	INITIAL	P/W DATE COMPLETED	INITIAL	FOR HRS USE ONLY
⚪ Career Lattice					⚪ Federal & State Withholding
⚪ Aide ⚪ SCL ⚪ TAB					⚪ Fingerprint Form
⚪ Instructional Aide Handbook					⚪ Electronic Deposit Form
⚪ Retirement Booklet(s)					⚪ Worker's Compensation Form
⚪ 403(b) Compare (All Employees, Subs)					⚪ Retirement Forms
⚪ Professional Growth Information (Class)					To Lead Payroll Technician on:
⚪ Professional Improvement Info (Cert)					
⚪ SSA 1945 (Cert, Cert Sub if applicable)					_____ _____
⚪ Substitute Resource Guide (White) (EO)*					Date Initials
⚪ SubFinder Information (EO)*					

*EO = Employee Orientation

INTERNAL FOR HR USE ONLY (Quality Control/Quality Assurance)

HR AUDIT to VERIFY Completion of Pre-Employment Packet by Customer Service Specialist or HR designee:	Name (Spell Out)	Date:
COMPLETED Pre-Employment Packet ROUTED to: ⚪ Substitute Office OR ⚪ Personnel Technician II	Name (Spell Out)	Date: