



Human Resource Services

Employment Processing Packet

New Employee

DATE: _____

Received by Human Resource Services

YOUR
NAME: _____

POSITION: _____

LOCATION: _____

IMPORTANT:
Complete and Return
This Packet
Within Two Working Days!

Welcome Aboard!

This is your Employment Processing Packet. It is important for you to complete all of the enclosed forms and to return the completed packet to Human Resource Services within **48 hours or two working days** so that we may complete your processing and place you on the district payroll. Failure to complete and return your Employment Processing Packet within the required time may delay the processing of your salary warrant or even void your employment with the Sacramento City Unified School District. So PLEASE attend to this packet without delay.

In addition, eligible employees need to choose a health benefit plan. Please review the benefit comparison spreadsheet (titled "Medical Benefits Analysis") in the Health and Insurance Benefits Appendix (Appendix B) in the back of this packet and select the health plan you prefer. A packet with detailed information and enrollment material for that plan will then be sent to you for completion. If you have any questions concerning health and welfare benefit plans, you may contact the customer service departments of the individual carriers or the district Benefits Office at the phone numbers listed in Appendix B in the back of this packet.

Thank you for your prompt attention to this matter.