



# Human Resource Services

## Employment Processing Packet

### Substitute

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.

Thank you for your prompt attention to this matter.