

# New Employee Checklist

*(Forms available on the district website under Staff Resources “New Employee” folder)*

**Congratulations on your employment with Sweet Home School District!** Included in this packet are: *Oregon Marketplace Health Insurance information, 403B information, Sweet Home School District insurance information, IV portal instructions, network/e-mail account and direct deposit forms, OSEA member packet and current Agreement with SHSD.* **Please use the checklist below to assist you in completing the required paperwork.**

## **Immediately:**

- Make sure that all new hire paperwork has been submitted. *Upon completion submit paperwork for Classified to Kim Armstrong and Licensed to Julie Emmert at the District Office.*
- Complete all Safe Schools Training courses. *When finished with the courses let your school secretary or Kim Armstrong know (for verification of completion).*
- Complete the form for our network login. *Included in this packet (our website has a link to the district e-mail).*
- Sign up for direct deposit for your paycheck and email delivery of your pay stub (**direct deposit will begin with 2<sup>nd</sup> paycheck**). *Form included in this packet.*
- Check into insurance eligibility and coverage options (sign up or waive). *Included in this packet. There is a 30 day waiting period for insurance. You must have 5.0 hours or more (3.0 hours for Bus Drivers) to be eligible. Please turn in paperwork two weeks before the end of your 30 day waiting period.*
- Absence Management (AESOP) is our system for entering employee absences and requesting substitutes, instructions are located in the Classified Agreement. *Our website has a link to the AESOP system.*
- Do you understand how to fill out a timecard? *Check with your school secretary for instructions and make sure to turn the timecard in promptly to your secretary.*

## **What you might want to know down the road:**

- Are you interested in setting up a Flexible Spending Account or Dependent Care Savings or HSA Account? *Can be discussed with insurance questions. For more information contact Business Office Secretary.*
- Are you interested in setting up a 403B investment account? *Included in this packet. For more information contact payroll clerk.*
- Do you need to turn in a reimbursement form for mileage or an expense you paid out-of-pocket for your classroom? *Check with school secretary or the website for forms, under Staff Resources. After your principal signs the form, send it to the Business Office Accounting Clerk.*
- Are you familiar with your work calendar, paid holiday dates, professional development days, etc.? *Check the website under Staff Resources, Calendars.*
- IV Portal: Your access to any personal payroll information you need. *Example: allows you to calculate net income by changing deductions, print pay stubs, change address/phone number and view leave accruals.*