



New Hire Checklist

New Hire Name: _____ Phone: _____

Position Hired for: _____ Start Date: _____

School: _____

Years Taught Prior to Harrisburg (*must be K-12 or Higher Ed Accredited Institution*): _____

Education Level (*all credits beyond a BA must be graduate level credits*): _____

Extra-Curricular, if *applicable*: _____

Hiring Supervisor: _____ Date: _____

Signature

Upon acceptance, complete above and return to Human Resources with file

HR OFFICE ONLY

Step/Lane _____

Starting Salary _____

Contract/Wage Agreement Drawn
 Contract/Wage Agreement Accepted by Board

Orientation Scheduled _____
 Orientation Packet Compiled

Criminal Background Check Results
_____ Issue Avera Benefits Card

Bio Sheet
 Network Form
 W-4
 I-9

_____ Driver's License
_____ Social Security Card
_____ Other

Direct Deposit
 Payroll Deduction (Food Service)

New Hire Reporting
 Enter into TalentEd
 In Lieu of Insurance (if applicable)
 Add to Birthday List

Enter into Attendance Software
_____ Time Clock Code (*if applicable*)

Enter into SUI

BENEFIT FORMS

SDRS
_____ SDRS Enrollment
_____ SDRS Beneficiary

Blues Enroll
_____ Health Enrollment
_____ H.S.A. (if applicable)
_____ Dental Enrollment

VSP
_____ Vision Enrollment

UNUM
_____ Life Beneficiary
_____ Life Voluntary Plan

TASC
_____ Flex Spending

OMNI