



NEW SCHOOL EMPLOYEE CHECKLIST

For all School Employees except Contract Teachers and Student Employees

Employee Name: _____ Date: _____

Place of Employment: _____

Please follow the directions stated for each form or step and submit the forms and proof of completion to the Human Resources Department. Please check the "Who" in each section below to see which forms or steps are required for a particular employee.

All required documents, including TB test and Livescan clearance, must be completed and employment clearance received before the employee begins work. Processing of new employee paperwork may be expedited by e-mailing or faxing completed forms to the Human Resources Department at hr@nccsda.com or (888) 609-3904.

Keep a copy of all forms for your records until you receive an Employment Clearance Form from Human Resources.

PERSONNEL ACTION REQUEST

Who: To be completed by administrator or other authorized employee for all new employees.

Procedure: Completed and signed by administrator (e.g. principal, treasurer, business manager). Board approval is generally not required for approval of student employment.

SOCIAL SECURITY CARD COPY

Who: All employees.

Procedure: A copy of the employee's Social Security Card is required for payroll processing. Please note that the employee's name on the W-4 form must match the name on the card and that payroll checks can only be issued using the name printed on the card. In the event of a lost card or name change, refer the employee immediately to the nearest Social Security office for a replacement card. A copy of the receipt for the issuance of a new card is acceptable in place of a copy of the card. Once the replacement card is received, please provide a copy for our records.

EMPLOYMENT ELIGIBILITY (I-9 FORM)

Who: All employees.

Section 1 - Employee completes, signs and dates

Section 2 - Employer completes with documentation provided by employees, then signs and dates

Procedure: Employee completes and signs and dates Section 1 and presents his/her ID for verification. Section 2 is completed and signed by the school employee on-site who witnesses the new employee's ID documentation (not a fax or copy) chosen from the lists on the back of the I-9 form (One item from list A, or one item EACH from lists B and C). If the employee is not a U.S. citizen or permanent resident, please provide us with a copy of the employee's visa and work authorization so we can verify and help keep track of the effective dates.

NEW EMPLOYEE DATA COLLECTION FORM

Who: All employees.

Procedure: Completed and signed by employee.

**W-4 FORM**

Who: All employees.

Procedure: Verify that items 1, 2, 3 and 4 are complete and that either items 5 and 6 or 7 are completed, **NOT BOTH**. Also verify that the employee has signed and dated the form.

DE-4 FORM

Who: All employees.

Procedure: Verify that personnel information is completed along with signature and date. If exempt, follow the steps for appropriate notation.

SERVICE RECORD FORM

Who: ONLY employees who are age 20 or older and who regularly work half-time or more at one or more NCC location when the position is expected to last 12 months or more.

Procedure: Completed by employee (Note: the employee need only list the last *denominational* employment under the Employment section.)

DIRECT DEPOSIT AUTHORIZATION FORM

Who: All employees who desire direct deposit for their payroll.

Procedure: Employee completes and signs the form and attaches a voided check.

APPLICATION FOR EMPLOYMENT

Who: All employees.

Procedure: Completed and signed by applicant during selection process.

TUBERCULOSIS TEST REPORT

Who: All employees other than student workers who work on a school campus while students are present.

Procedure: Employee takes Tuberculosis Test Report from to physician or other medical office within 60 days before beginning employment for test. When results of test are observed (required 48-72 hours for skin test), form is completed and returned. State law requires that tests are repeated every 4 years.

LIVE SCAN

Who: All employees other than student workers who work on a school campus.

Procedure: Employee obtains Livescan request form from school office or NCC Education Department and is directed to nearest Livescan center. Report will be electronically transmitted to Education Department for verification.

STATEMENT OF KNOWLEDGE OF DUTY TO REPORT CHILD ABUSE

Who: All employees other than student workers who work on a school campus.

Procedure: Employee reads and signs statement regarding their duty under state law to report reasonable suspicion of child abuse to child protective services or law enforcement.

If you have any questions or need additional assistance in completing any of the above forms or steps, please contact the Human Resources Department by phone at (916) 886-5698 or e-mail to hr@nccsda.com.