

## In Building Hires (New hires)

Noon-Aide or Sub; Crossing Guard or Sub; Breakfast Aide or Sub;  
Before/After Supervision or Sub; Work Study Students and Student Workers.

### Hiring packet *New Employee Fills Out*

- ❖ In-Building / Student Workers / New Hire Application
- ❖ Background Disclosure Form
- ❖ Additional Information Sheet
- ❖ Internet User Form
- ❖ Payroll Authorization Form
- ❖ W-4 Form
- ❖ Sexual Misconduct Disclosure Release
- ❖ \*\*If under 18 student worker; Parent/Guardian Consent Form

### *School gives handouts to new employee*

- ❖ Accessing Employee Online & GroupWise Email (work study students and students are not set up with a district email account)
- ❖ SafeSchools training (work study students and students are not assigned training)

### *School fills out and submits with packet*

- ❖ Security Processing Authorization (Requires Supervisors signature)
- ❖ Webtime: Hire or Add Positions (Requires Supervisors signature)

The new employee will need to make an appointment with security **before** they start working! Please call Security at **354-7345** to make the appointment. Fill out the Security Processing Authorization, have the *Principal* sign and instruct the employee to take it with them to Security. (If student worker under 18, just the I-9 is needed, not fingerprinting.)

The employee should return a copy of the Security Processing Authorization to you. This is your verification that they have gone through security. Once you receive this verification the employee can begin working. Please send the completed packet to your HR Specialist.

Please note: if the employee does not show up in your payroll timekeeping, please contact your HR Specialist. New employee packets must be received in HR by the 10<sup>th</sup> of the month in order to be set up for pay that month. Anything received after the 10<sup>th</sup> will be processed the following month.