

# Welcome to Peru Central School District

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### New Employee Checklist

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This checklist is designed to assist you in completing the various steps necessary to properly in process into the District. **Please call each office in advance to schedule a time to complete each portion of the checklist.**



#### **Personnel Office A41 (PAT Members) and Deputy Treasurer A37 (CSEA Members)**

- Obtain Welcome Packet and Informational Briefing



#### **District Clerk A34: 643 -6002**

- Sign Emergency Conditional Form
- Complete Processing of Fingerprinting and Background Check Requirements



#### **Personnel Office A41: 643 -6005/07**

- Complete W-4
- Complete IT-2104 - (or IT-2104-2 if exempt)
- Complete I-9 Two (2) forms of ID Required
- Complete Constitution/Oath Card
- Complete Release of Information Form
- Complete Direct Deposit Authorization Form
- Complete Information Technology Network Consent Statement
- 21/26 Pay Plan Form – if applicable
- Complete OMNI 403(b) Flex Form
- Complete Retirement System Information Form
- Complete School Policy Review Form
- Complete AFLAC Form
- Obtain Staff Identification and Key Request Form
- Complete Substitute Teacher Form – (if applicable)



#### **Purchasing/Health Insurance A39: 643 -6009**

- Obtain Keys
- Combined Photo ID/Proximity Card
- Complete Health Insurance Information
- Complete and Provide Documentation for Health Insurance Buyout
- Enroll or Decline Enrollment in Cafeteria Plan



#### **For Discussion with Administrator and/or Supervisor:**

- Position Description
- Probationary Period Expectations
- Work/Lunch and Overtime Periods (Supervisors)
- Building Procedures and Routines
- Employee Introductions