

## CHECKLIST FOR NEW EMPLOYEES

Name (PRINT): \_\_\_\_\_ Unit/Location: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Position #: \_\_\_\_\_

This checklist is a guide to ensure that LWCS HR office receives the required information needed to process employees prior their beginning their employment with the Lake Wales Charter Schools. This checklist and other appropriate forms are to be completed by the secretary. The Employee Checklist should be completed for all of the prospective Lake Wales Charter Schools. This form must be completed prior to the employee's first day of work, and signed by the hiring authority of the school. All required documents must be attached. Not all items will be applicable to all employees. If the item does not apply to your area please indicate with N/A in the date column. **All original forms must be submitted to the HR Manager for the official personnel file, with a copy to be kept in the file you maintain for your employees. You must also keep a copy of this completed form in your file.**

### GETTING STARTED

### DATE

Online Employment Application	
Social Security Card & Drivers License	
Background Screening	

### UNIT EXPECTATIONS & PROCEDURES

Breaks/Lunch	
Overtime/Comp/Flex Time	
Work Hours/Calling in Absent	
Work Location	
Office/Work Station Keys	
Appropriate Dress	
Employee Parking	
Staff Meetings	
LWCS Telephone Directory (school locations)	
Office Supplies	
Orientation to Building/Staff (Emergency Exits, fire extinguishers, break rooms)	
Copier & Fax Machine Procedures	
Office Sponsored Activities	

### BENEFIT PACKAGE

Insurance Information	
Benefit Signup Information Sheet	

### AFTER PAYROLL COMPLETED

Assigned email address & password	
SmartFind Access and Log on Information	
Employee Personnel & SAP Numbers	
Eligibility Date for Insurance Coverage	
Verify Receipt of prior Experience Form	
Date of Receipt of first pay check	

### REQUIRED FORMS

### DATE

W4 Form	
Ethnicity Form	
Proof of Education and/or valid teaching certificate	
Official College Transcripts	
Health Certificate	
FRS New Employee Certification Form	
Disclosure to Employment Application Form	
Applicant Release Authorization	
Telephone Reference Form	
I-9 Form	
Oath of Loyalty Form	
Acknowledgement of Receipt of Handbook	
Acknowledgement of Receipt of Drug Policy	
Direct Deposit Form with attached voided check	
Safety Policy Acknowledgement Form	

### LW CHARTER SCHOOLS POLICIES

Employee Handbook	
Drug Policy	
Oath of Loyalty	
I-9 (Employment Eligibility Verification)	
Fingerprinting & Drug Testing Requirements	
<b>Direct Deposit is a condition of employment</b>	
Applicant Release Authorization	

Form Completion Date \_\_\_\_\_

Secretary \_\_\_\_\_

HR Manager \_\_\_\_\_