



## New Employee Checklist

Prior to Employment	
<input type="checkbox"/> Review Gainesville City School System website: www.gcssk12.net	Review information that will be helpful to you and enable you to begin contributing right away (i.e. Employee Handbook, School Calendar, Employee Benefits, etc.)
<input type="checkbox"/> Confirm your position details (e.g. salary, job expectations)	This information will be included on one or more of the following documents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Offer Letter</li> <li><input type="checkbox"/> Teaching Contract of Employment (within first 5 days of employment)</li> <li><input type="checkbox"/> Job Description</li> </ul>
<input type="checkbox"/> Complete the Pre-employment process	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-employment instructions are located on the New Employee website at <a href="http://gcssk12.ss19.sharpschool.com/departments/professional_services/new_employees">http://gcssk12.ss19.sharpschool.com/departments/professional_services/new_employees</a></li> <li><input type="checkbox"/> Complete the online New Hire Registration Form.</li> <li><input type="checkbox"/> Complete the Criminal Background Check &amp; Fingerprinting process.</li> <li><input type="checkbox"/> Submit employment verification forms to previous employer.</li> </ul>
Complete New Hire Forms	<ul style="list-style-type: none"> <li><input type="checkbox"/> Within 24 to 48 hours of completing the New Hire Registration Form, you will receive an email from the HR Manager with GCSS Login Credentials to include employee number, GCSS email address with username and password, GCSS computer login credentials, and employee self service credentials.</li> <li><input type="checkbox"/> The following forms are to be completed and submitted:               <ul style="list-style-type: none"> <li><input type="checkbox"/> I-9 Employee</li> <li><input type="checkbox"/> Oath of Allegiance</li> <li><input type="checkbox"/> Employee Info Sheet with Emergency Contact Info</li> <li><input type="checkbox"/> Direct Deposit Signup</li> <li><input type="checkbox"/> G4</li> <li><input type="checkbox"/> W4</li> </ul> </li> </ul>
First 30 Days of Employment	
Complete the Required Training	As a new employee, you are required to complete state-mandated training. Follow the instructions on the Required Compliance training website @www.compliancedirector.org. Username: Gainesville City Password: eschool Active Shooter: <a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-907">https://training.fema.gov/is/courseoverview.aspx?code=IS-907</a>