

New Employee Paperwork

Employee Name: _____

Access information at:

www.maryville.k12.mo.us > Employment Opportunities (upper right hand corner) > New Hire Resources

Contact: Valerie Clements, Personnel Accountant at 660-671-1600 OR clements@maryviller2.com

* Contact: Lesley Schulte, Administrative Assistant at 660-671-1601 OR schulte@maryviller2.com

Forms to Complete and **additional information needed hi-lighted in red**

_____ Fingerprint Process - FBI Background Check, Complete ASAP (cost paid by employee)

_____ W-4 Federal (page 1 only)

_____ W-4 Missouri

_____ Federal I-9 Employment Eligibility Verification (page 1 only)

_____ **Copy of Driver's License along with your Social Security card and/or US Passport (unexpired)**

_____ Direct Deposit form with a **voided check**

_____ Form SSA-1945 - Retirement (PSRS) information concerning Social Security - **CERTIFIED staff only**

_____ Family Care Safety Registry Instructions (access on-line OR complete form and mail)-cost paid by employee

_____ Purchasing Card Agreement

_____ Substitute Certificate Application Procedure - **(Para's only if not DESE certified)**

_____ 403b Participation Agreement

_____ Mandatory Policy & Procedure Acknowledgement *

_____ Race/ethnicity form *

_____ Access card/ID card agreement *

_____ Acceptable Use Agreement for computers/network *

General Information

_____ HR Portal Instructions

_____ Payroll & Personnel Information

_____ Timesheet (UAttend) Instructions **(Support Staff only)**

_____ Board of Education Meeting Summaries*

_____ District Staff Handbook*

_____ School Calendar*

_____ Salary Schedules*