

New Employee Paperwork

Access information at www.maryville.k12.mo.us > CO > Employment Opportunities > New Hire Resources

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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**
- _____ Child Abuse and Neglect/Criminal Record Check (no cost for this background check)
- _____ Purchasing Card Agreement
- _____ Substitute Certificate Application Procedure - **(Para's only if not DESE certified)**
- _____ 403b Participation Agreement - complete only if you want to participate

- _____ Mandatory Policy & Procedure Acknowledgement *(click on link under "Start Here" on New Hire Resources)
- _____ 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*
- _____ Employee Updates Page (password protected)*
- _____ Professional Development Committee*
- _____ School Calendar*
- _____ Salary Schedules*