



Welcome to McLoud Public Schools

2020-21 School Year



Items Needed Prior to August 1

- Original Oklahoma Teaching Certificate
- Original College Transcripts
- Copy of Driver's License
- Copy of Social Security Card
- Completed New Hire packet returned to Larenda or Cindy

The name on your Teaching Certificate and Social Security Card MUST match

W-4 and State Withholding

- ❖ <https://www.irs.gov/pub/irs-pdf/fw4.pdf> W-4 Form
- ❖ <http://www.ou.edu/content/dam/payroll/docs/OK-W-4.pdf> State
- ❖ If you need additional assistance filling these forms out please contact Larenda X6294 or Cindy X6295
- ❖ You may also visit <https://www.irs.gov/newsroom/fags-on-the-2020-form-w-4>

I-9 Form

- ❖ https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf
- ❖ Please include a Copy of your Driver's License
- ❖ Please include a Copy of your Social Security Card

Felony Check

- ❖ Everyone is required to have a felony check.
- ❖ You will need to have the form provided by McCloud Schools. This form is available in the New Hire Packet which is online.
- ❖ Visit <https://www.identogo.com/> You will need to find the nearest Identogo location and make an appointment online
- ❖ Once you have been fingerprinted please bring your receipt and the Felony check paper back to Central Office. You will return it to Cindy
- ❖ When ALL of your new hire paperwork is completed and returned we will put in a request for reimbursement of your fingerprints.

Health Insurance

- ❖ Your 2020 Guide <https://omes.ok.gov/sites/g/files/gmc316/f/2020BOG.pdf>
- ❖ Your 2020 Premiums https://omes.ok.gov/sites/g/files/gmc316/f/WEB_2020_BOGRates.pdf

- ❖ If you have any questions please contact Cindy ext 6295

Teachers Retirement

- ❖ Teachers Retirement is 7% of your salary
- ❖ Certified Staff MUST participate in Teachers Retirement, which is included in your base salary.
- ❖ Support Staff has the choice to participate or not.
- ❖ Make sure you fill out the beneficiary form.

Sick Leave

- ❖ You may transfer a maximum of 60 sick days from your previous school. Any over that amount will go to Teachers Retirement.
- ❖ We will also need your staff development hours
- ❖ You will begin the year with 10 sick days and 3 personal days.
- ❖ Your building secretary will need to be notified if you will be needing to take a Personal or Sick day. You will be charged by the clock hour, ex: if you leave at 1:20 and do not return, you will be charged for 3 hours.

Additional Info

1. MACT is our local certified union. Please check with your building office for a Contract. It has a lot of useful information in it for certified staff.
2. Coaches/Extra Duties
 - a. Summer duties. If you have a summer duty it will not be direct deposited, you will receive a paper check at the end of your duty.
 - b. Your extra duty can be paid either Monthly, split $\frac{1}{2}$ in Dec and $\frac{1}{2}$ in May, or all in May.
3. Contracts- Will be ready in October. You will be on a Temporary Contract for 2 years.
4. Some forms in your new hire packet will need a notary. You will sign where it says affiant and we will notarize it for you.
5. Cobra form- have your spouse sign the form as well
6. Direct Deposit form- Please include a voided check, or a letter from your bank with your account information.
7. Please return your completed new hire packet ASAP. If you any questions please let us know.

RECAP

- ❖ Print your New Hire Packet. If you do not have access to a printer, copies are available at Central Office.
- ❖ Please have the following completed and returned to Central Office by no later than July 15th.
 - Completed New Hire Packet
 - Background/Felony check
 - Original Certificate
 - Original **ALL** College Transcripts
 - Copy of Social Security Card and Driver's License

Questions

If you have any questions at all please do not hesitate to give us a call.

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