

New Local Hire Checklist

ALL PAPERWORK MUST BE SUBMITTED TO FAWN FAHRER.

Fax: 503-850-3451 or fawn.fahrer@oc.npuc.org

- Locally Funded Staff-New Hire Request Form Completed by School Official

- I-9 Completed *** ONLY USE FORM THAT EXPIRES 8/31/2019**
 - Did employee sign and date page 1?
 - Is the employees name listed on Section 1 of Page 2?
 - Are the verification documents listed correctly on page 2?
 - Did you make copies of verification documents to include with New Hire Packet?
 - Is the employees first day listed on page 2?
 - Did you fill out all the information under Certification on page 2?
 - Mail in Original I-9 with copies of verification documents to Oregon Conference Office of Education within 3 days of the employee completing it.**

- W4 Completed ***USE ONLY CURRENT CALENDAR YEAR VERISON**
 - Is the Social Security number filled out?
 - Box 5 (allowances) or Box 7 (exempt) Completed

- Employment Information Verification Form Completed with Social Security Number
 - Employee cannot work in your school until Fawn Fahrer has sent an email stating their background check is clear.**
 - Date You Received Email from Fawn Fahrer regarding background Check _____
(Background check usually takes 48 hours to come back)

- Employment Application Completed
- Employee Paid Sick Leave Policy sign by Employee
- Direct Deposit Completed (Optional)
- Employee Data Collection Sheet Completed (Optional)