**NEW LOCAL HIRE CHECKLIST**

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

* I-9 Completed \*only use form that expires 8/31/20XX\*
* 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 employee’s 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 version\*
	+ 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)