

SEEM COLLABORATIVE

New Hire Check List

Employee Name: _____

Date: _____

The following documents are mandatory for all employees:

Received from Employee

- ☐ Applicant Statement
- ☐ Application Form
- ☐ Signed Contract to be provided at new hire orientation
- ☐ Employee Data Sheet
- ☐ W-4 Employee Withholding Certificate
- ☐ M-4 State Employee Withholding Certificate
- ☐ 1-9 Employment Eligibility Verification Form
- ☐ Child Abuse/Neglect Policy
- ☐ Cori Statement
- ☐ Program Orientation/In/Service Review
- ☐ Social Security Waiver Form
- ☐ Conflict of Interest Certificate
- ☐ Conflict of Interest Policy
- ☐ Civil Rights Training
- ☐ Teacher or Specialist Certification
- ☐ College Transcripts
- ☐ Tufts Insurance Enrollment Form
- ☐ Hartford Insurance Enrollment Form
- ☐ Dental Insurance Enrollment Form
- ☐ Direct deposit forms with cancelled check
- ☐ 403B Plan Highlights and Salary Reduction Agreement
- ☐ State Retirement Enrollment Form
- ☐ SEEM Plan Description and Waiver form
- ☐ Benefit Acknowledgment form