

NEW EMPLOYEE CHECKLIST

- _____ Information Sheet Completed by Supervisors
- _____ Employment Folder to Employee- Received _____
- _____ Background Check Ordered _____ Received _____
- _____ Board Personal Report
- _____ Contract order/Calculation
- _____ Prepare Contract- Sent _____ Received _____
- _____ Insurance packet- Sent _____ Received _____
- _____ Return of other required doc from employee: license/para,transcripts
- _____ Set up in Frontline
- _____ Welcome Letter
- _____ Order email address
- _____ Set up in School Accounting System
- _____ Send docs to CentrEmpl Registry, etc.
- _____ Send Insurance enrollment to Holmes-Murphy, Ipers, Etc.
- _____ Set up in Accounting System
- _____ Scan personnel file when complete
- _____ File

Notes/Comments: