

### New Employee Orientation Checklist-ESY

**ALL** documents must be emailed prior to orientation as per the information provided in the welcome email message.

- ☐ I-9 (including copies of required ID)
- ☐ ACT 34 - PA Criminal Background
- ☐ ACT 151 - Department of Human Services Child Abuse
- ☐ ACT 114 - FBI Criminal
- ☐ ACT 24 - Arrest/Conviction Certification
- ☐ ACT 126 - Mandated Reporter (if not current must provide within 30 days of hire date)
- ☐ ACT 126 - Educator Discipline (if not current must provide within 30 days of hire date)
- ☐ Health Form - with TB Results
- ☐ Interim Hire Appointment Form (*if applicable*)
- ☐ Teaching Certificate (*if applicable*)
- ☐ Proof of Masters, Bachelors, or Associates Degree (*if applicable*)
- ☐ Employee Data Form-Ethnicity (*optional*)
- ☐ W-4
- ☐ Certificate of Residency
- ☐ Direct Deposit Form
- ☐ Retirement Verification Form
- ☐ Acceptable Use Guidelines Form (will be emailed to new hire)

#### Employer will complete this section:

Employee Name: \_\_\_\_\_ Act 168 Complete: \_\_\_\_\_

Start Date: \_\_\_\_\_ Orientation Date: \_\_\_\_\_

Program/Department: \_\_\_\_\_