POTOMAC CONFERENCE CORPORATION
Human Resources
606 Greenville Avenue, Staunton, VA 24401
Office (540) 886-0771 | Fax (540) 904-0722
http://www.pcsda.org

NEW HIRE PAPERWORK CHECKLIST: LFE AUXILIARY SCHOOL

(This Form to Be Completed By Site Supervisor)

Name _____ **Position: Before/After School Teacher's Aid Custodial Secretary**

PLEASE BE SURE TO COMPLETE ALL FORMS THAT APPLY

Standard Forms (ALL):

- ☐ Completed and Signed **Payroll Enrollment Form**
- ☐ Completed and Signed **Employment Application**
- ☐ Completed and Signed **I-9 Form** – pages 1 and 2
- ☐ Copy of required **documents for I-9** - please refer to page 4 for List of Acceptable Documents
- ☐ Copy of **Social Security Card**
- ☐ Completed and Signed Form **W-4**
- ☐ Completed and Signed **Direct Deposit** form
- ☐ Completed and Signed **Membership Verification Form**
- ☐ Completed and Signed **EEO-1 Self Identification**
- ☐ Completed and Signed **Verified Volunteer (Child Protection Training/Background Check)** and policy
- ☐ Completed **Service Record Information Sheet**
- ☐ Signed **Acknowledgment of Receipt of Harassment Policy**
- ☐ Signed **Conflict of Interest Statement**
- ☐ Signed **Working Policies Acknowledgement**
- ☐ Signed **Work Injury Acknowledgment**
- ☐ Signed **Statement on Tithing**
- ☐ Signed **Hepatitis B Vaccine** form
- ☐ **TB Screening Test form** (completed and signed by physician)
- ☐ **Add employee to uAttend,** provide Site Manager's name: _____ and Email: _____ to send notification

Virginia Residents (ONLY):

- ☐ Completed and Signed Form **VA-4**
- ☐ Signed **Mandatory Child Withholding Statement**
- ☐ Completed and Signed **National Criminal Background Check**
- ☐ **Fingerprints** card

Maryland Residents (ONLY):

- ☐ Completed and Signed Form **MW 507**
- ☐ **Fingerprint Form –** American Identity Solutions

SEND COMPLETED FORMS TO THE HUMAN RESOURCES DEPARTMENT WITHIN THE FIRST THREE DAYS OF THE EMPLOYEE'S HIRE DATE. USE THE DATE OF HIRE FOR ALL DATES. USE THIS CHECKLIST TO ENSURE THAT ALL FORMS ARE INCLUDED. ANY INFORMATION AND/OR FORMS NOT RECEIVED BY THE 15TH OF EACH MONTH WILL CAUSE A DELAY IN PAYROLL PROCESSING. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT HUMAN RESOURCES