

Human Resources - New Employee Orientation

Complete this form for employees who will not receive benefits and who fall within one of the following categories:

substitute • consultant • part-time • temporary • as needed

Employee Name Title

MANDATORY:

Date Completed

Form W-4, Federal Withholding _____/_____/_____
 Form IT-2104, State Withholding _____/_____/_____
 Form I-9, Employment Eligibility Verification _____/_____/_____
 Payroll Distribution Form _____/_____/_____
 Oath of Allegiance _____/_____/_____
 Temporary, Substitute, Hourly as Needed Form _____/_____/_____
 Statement for Conditional Appointment / Statement for
 Emergency Conditional Appointment Form _____/_____/_____

Retirement Information – *please complete one:*

• Application for Membership in Retirement System (TRS or ERS) _____/_____/_____
 • Retirement Declination Form _____/_____/_____

or

• Current Member of Retirement System:

_____ YES
 _____ TRS (Teachers’)
 _____ ERS (Employees’)

Retirement Registration # _____

Date of Membership _____/_____/_____

Exempt from Mandatory Contribution? YES _____ NO _____

OPTIONAL:

Direct Deposit Form _____/_____/_____

This form completed by:

_____/_____/_____

 Supervisor or BOCES Designee

The attached forms have been checked by:

_____/_____/_____

 Human Resources Designee