

CHECKLIST FOR NEW HIRES

Required Forms:

- _____ 1. Federal/State Withholding Slip (Form W-4)
- _____ 2. Employment Eligibility Verification (Form I-9 stapled to a copy of the required forms of ID)
- _____ 3. CORI Form
- _____ 4. Employment Certification Form
- _____ 5. Social Security Statement – Form SSA-1945
- _____ 6. Lexington Public Schools Harassment Policy
- _____ 7. Massachusetts Teachers’ Retirement form (MTRS) – on line. **HR must enroll you first.**
- _____ 8. 21 vs. 26 pays (**teachers only**)
- _____ 9. Licensure Form (**teachers only**)
- _____ 10. New Member Enrollment Form (18 + hrs.) **Copy of Birth Cert. or Passport Required.**
- _____ 11. New Member Enrollment Beneficiary Form
- _____ 12. OBRA (17 hrs. or less or .4 FTE or less)
- _____ 13. Deferred Compensation Plan (if work 20 hrs. or more a week)

BENEFITS*:

- _____ 1. Delta Dental Enrollment Form
- _____ 2. BlueCross BlueShield/Harvard Enrollment Form
- _____ 3. Life (Not Disability) Form (**Must be completed on cards in the HR office**)
- _____ 4. Flexible Spending
- _____ 5. Direct Deposit Form stapled with a voided check
- _____ 6. HIRD (Employee Health Ins. Responsibility Disclosure Form in **HR Office Only**)

Additional Items (HR) Only:

- _____ 1. Copy of Teacher’s Certification
- _____ 2. Resume/Application
- _____ 3. Transcript (Undergraduate and Graduate)
- _____ 4. Contract Letter

Website

<http://lps.lexingtonma.org/admin/forms.html>

*All employees who work 20 hrs. or more per week are eligible for Health/Dental benefits. You must notify Human Resources within 30 days of your start date if you wish to participate