



Enduring Excellence
in Learning, Leadership, Innovation & Service

New Employee Form Checklist

Please complete all paperwork, then contact Beth Caudill, 513/272-4515, to return this paperwork; be fingerprinted; and have your photo taken for your employee ID.

Any forms listed below marked “Informational” are for your files; they do not need to be filled out. All other forms have required fields to complete. Forms are fillable except for signatures. Please complete them on the computer, then print out and sign. Bring all forms (ex. Informational items) to your appointment.

If you have any questions, please contact Beth Caudill at 513/272-4515 or beth.caudill@indianhillschools.org.

Fingerprinting: Fingerprinting is required for ALL staff. Please be sure to have your fingerprints processed early so they are received by the District prior to your first day of work. If you have a copy of your BCI and/or FBI that is within the past 12 months of your date of hire, you may submit a copy when we meet. If you are in the process of receiving your first license, background checks must be processed by an authorized webcheck service, sent to the Ohio Department of Education electronically, with a copy sent to Indian Hill EVSD.

Benefits: Please visit the website, indianhillschools.org/departments/staff. On this page, you will find helpful links for employees, including the link to Benefit Solver, where you may apply for your employee benefits.

Official Transcripts: Please request transcripts be sent directly to the attention of the Administrative Assistant, Debbie Humbert, from the universities for your Bachelor/ Masters degree(s), and any post Masters coursework, via hard copy or secure email. **Please do this as soon as possible.**

Professional License: Administrative and Certified staff must have an active License issued by the Ohio Department of Education. Please bring a copy of this to your appointment, if you have not already provided it.

Forms for All Employees

- Form W4
- Employee's Withholding Exemption Certificate
- Public School District of Residence – Employee Withholding Certificate
- Request for Payroll Deduction – Local Income Tax
- Authorization Agreement for Direct Deposit
- Criminal Record Check (Informational)
- Drug-Free Workplace Act
- Auditor of State's Fraud Reporting System (Informational)
- Acknowledgement of Receipt of Auditor of State Fraud Reporting System Information
- Voluntary Payroll Deductions (Informational)
- Employment Eligibility Verification
- List of Acceptable Documents (Informational – for Employment Eligibility Verification)
- Statement Concerning Your Employment in a Job Not Covered by Social Security
- Information About Social Security Form SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security (Informational)
- Indian Hill Board of Education Pay Date Schedule 2019-2020 (Informational)
- 403(b) Plan 2019 Information (Informational)

Certified Staff Only

- Sick Leave Bank Donation Form
- New Hire Notification

Classified Staff Only

- Membership Record – School Employees Retirement System