

New Employee Orientation Checklist

Please bring **ALL** completed documents to orientation.

If participating in orientation via Zoom (part-time only), **ALL** documents must be emailed prior to orientation as per the information provided in the welcome email message.

- ☐ Application (if not completed via Applitrack, must be submitted)
- ☐ 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*)
- ☐ Emergency Data Form
- ☐ Teaching Certificate (if applicable)
- ☐ Proof of Masters, Bachelors, or Associates Degree (*if applicable*)
- ☐ Emergency Accommodation Form
- ☐ Employee Data Form-Ethnicity (*optional*)
- ☐ Video Release
- ☐ Antiharassment/Nondiscrimination/HIPPA/Right to Know/TIU Website Policies & Form
- ☐ Workers Compensation Notification Form
- ☐ Acceptable Use Form (Technology)
- ☐ W-4
- ☐ Certificate of Residency
- ☐ Direct Deposit Form
- ☐ Retirement Verification Form