

MADEIRA CITY SCHOOLS
COACH AND SUPPLEMENTAL STAFF CHECK LIST

Welcome to Madeira City Schools! My name is Melody Gregory and I am the Payroll & Benefits Coordinator for the District.

As an Employer, we are mandated by the State of Ohio, the Ohio Department of Education, STRS and SERS to submit new employee paperwork in an efficient and timely manner. Several monetary penalties are enforced and applied to the Employer if the required paperwork is not submitted **within 3 days of the employee beginning work.**

FINGERPRINTING/BACKGROUND CHECKS - Fingerprinting should be processed early so that they are received by the district prior to your first day of work. If you have a copy of your BCI and/or FBI background checks that are within the past 12 months of your date of hire, bring them to your appointment. If you are in the process of receiving your first initial license or permit, background checks must be processed by an authorized web check service, sent to the Ohio Department of Education electronically and a copy to Madeira City School District. We recommend using the Montgomery BMV. **THIS IS MANDATORY.**

Background checks and active Pupil Activity Permits, Licenses, or Educational Aide Permits must be provided to the district prior to working with students.

Use the check list below to make sure you have printed and completed all of the necessary payroll paperwork. When complete please email all forms to me at mgregory@madeiracityschools.org. I will review and let you know what is still needed or let you know that your file is complete. Once complete, we will schedule an appointment to meet, answer any questions you have. Please bring your IDs so that I can photocopy them.

PLEASE DO NOT RETURN YOUR PAPERWORK TO THE ATHLETIC DEPARTMENT.

ALL PAYROLL PAPERWORK CAN BE FOUND ON OUR WEBSITE. PLEASE FOLLOW THE DIRECTIONS BELOW TO LOCATE THE REQUIRED PAPERWORK:

GO TO: www.madeiracityschools.org

Click On: Human Resources drop down menu

Click On: Human Resources Forms and Documents

Go To: The right side of the page, gray box titled "All New Staff" and "Coaches". You will have to scroll down to find the box for "Coaches". You will be printing forms from both sections.

Click, print and complete all forms listed below.

- 1. GENERAL APPLICATION – All New Staff section** – Complete, sign, and date.
- 2. SERS MEMBERSHIP FORM – Coaches section** – All non-teaching staff in the State of Ohio are required to belong to the School Employees Retirement System. The employee pays 10% of

their gross earnings and the Board of Education pays 14% of the employee's gross earnings. PLEASE NOTE THE RETIREMENT AMOUNT DEDUCTED FROM YOUR PAY CHECK IS NOT TAXED. Non-teaching/Non-licensed staff will complete the SERS forms. There are 2 forms.

3. **STRS FORM – Coaches section – Certified Teachers actively working in a teaching position should complete the STRS forms. There are 2 forms. ALL COACHES are required to either contribute to SERS or STRS. You would not complete both SERS and STRS forms, it would be one or the other.**
4. **DIRECT DEPOSIT FORM – All New Staff section – ALL NEW Madeira Employees are required to participate in direct deposit and email notification** of your pay stub. If you fail to return your direct deposit form along with an email address, your compensation will be delayed until such paperwork has been received.
5. **FEDERAL TAX/W-4 FORM – All New Staff section** – The W-4 form is for Federal Income Tax. Complete and sign the form.
6. **STATE TAX/IT-4 FORM – All New Staff section** – The IT-4 form is for the Ohio State Income Tax. If you need to deduct Kentucky State Tax – please call 1-859-371-9049. The Kentucky State Tax Department can assist you in determining how much you need to deduct from your paycheck each pay. Once you have made this determination, please put it in writing and submit with your paperwork.
7. **CONTACT INFO – All New Staff section** – The Ohio Department of Education requires every public school district to report numerous pieces of information on our staff. Please complete this form.
8. **I-9 FORM – All New Staff section** – You are required to provide **IN PERSON**, two forms of identification. Acceptable forms of identification are listed on the I-9 form. Bring your IDs to your appointment.
9. **THE OHIO ETHICS LAW – All New Staff section** – We are required to provide you with the 26 page OHIO ETHICS LAW. You will need to print the form and sign it to indicate that you have been provided the Ohio Ethics Law. The Ohio Ethics Law is located on our website. **YOU DO NOT HAVE TO PRINT THE 26 PAGE LAW. It is only for your use.**
10. **OHIO FRAUD FORM – All New Staff section** – Print and sign the form to indicate that you received this information.
11. **HEALTH INSURANCE MARKETPLACE RECEIPT CONFIRMATION** – All New Staff section – Print, date, and sign this form to indicate you have received the Health Insurance Exchange Options.
12. **ANNUAL POLICY NOTICE TO EMPLOYEE –All New Staff section** –Policy and guidelines are linked to the document online. Review the policies and guidelines on the list and Print and Sign the Certification box on the last page. **I ONLY NEED THE LAST PAGE.**
13. **CONTRACT – Sign and Return your contract by email to me at mgregory@madeiracityschools.org**

Anyone employed by the Madeira City School District must have **SERS** or **STRS** deducted from their gross wages. The Madeira City School District does not deduct FICA/Social Security from employee's paychecks. All employees who cease employment with Madeira City Schools may submit an application to SERS or STRS for a refund of their contributions.

If you have any questions, please contact Melody at 513-833-5173 or mgregory@madeiracityschools.org.