

New Hire Orientation

New employees will receive written and/or verbal notification from Human Resources when scheduled for orientation. You should never attend New Hire Orientation without receiving notification from Human Resources.

Where and When:

Orientations are held virtually via Zoom. A link to schedule your orientation will accompany your packet of new hire forms. Once scheduled you will receive a Zoom invite. Please register for the Zoom meeting using your name as it appears on your application. The sessions begin promptly at 8:00 a.m. and will end at about 10:30 a.m.

Before Orientation:

Complete all of the required forms that were sent via Frontline. These forms can be found under the forms tab of your application.

The following forms are required for New Hire Orientation and were sent via Frontline. These forms can be found under the forms tab of your application. All forms should be completed at least 24 hours before your orientation; otherwise, your orientation may be rescheduled for a later date.

- I. Signed offer letter/contract returned to Human Resources per email Instructions.
- II. Completion of all required forms located under the forms tab in Frontline:
 - **TB Test Form.** Upload your negative test results to the form. The TB test (skin ppt, chest X-ray, or QuantiFeron-TB Gold) must have been completed/read within the last 12 months prior to your orientation date. This testing is a 48 to 72-hour process, and you must present the results to attend orientation. Please note that CCSD does not pay for or reimburse the cost of the TB test.
 - **Federal I-9 form.** Please complete section 1 of the I-9 form and make your selection regarding the use of a preparer/translator. Your signature is only required once on this form.
 - Federal W4
 - SC State W4
 - Emergency Contact form
 - Employee Handbook form
 - Bloodborne Pathogens video with digital signature
 - Critical Incident video with digital signature
 - Benefits Information video with digital signature

- **I-9 Required Documents & Upload.** Using this form, please upload the following:
 1. Original copies of your **citizenship documentation**. A complete list of acceptable documents can be found [here](#). Employees will need to present one selection from a List A item (passport) or a combination of one selection from a List B item (driver's license or military ID) and one selection from a List C item (social security card or birth certificate)
 2. For payroll purposes, upload a copy of your **signed social security card**. You will be entered in CCSD software as your name appears on your social security card. Please update your social security card before attending orientation if that information has changed.
 3. **Please upload a current headshot photo**. This should be taken on a solid or white background with the full face from the shoulders up, no hats, and reflect your current appearance. Your photo will be used to create your CCSD ID badge.

Instructions for the I-9 Required Documents & Photo Uploads

Click on the **Next Page** button

**** I-9 Required Documents & Photo Uploads ****

Organization: Charleston County School District Applicant:

Assigned To: Applicant -

Warning: You are not the assigned user for this stage.

Charleston County School District

Thank you for taking the time to help us with these uploads.

If you have any trouble completing or submitting the form, [Request Technical Help](#).

Click the "Continue" button below to begin.

Next, select **Add a File** and upload the document(s) you plan to use for the in-person document review. Don't forget to add a photo or headshot for your ID badge.

Organization: Charleston County School District Applicant:

Assigned To: Applicant -

Warning: You are not the assigned user for this stage.

[Show History](#)

 Please answer the questions below.

This form should only be used to upload your personal documents as requested by Human Resources to complete your new hire file. This information is confidential and can only be accessed by approved staff in the Office of Human Resources.

Full name (First and Last)

Upload document 1

Upload document 2

Upload document 3

Upload document 4

Please see attached step by step instructions.
[i9 UPLoad instructions.pdf](#)

What to Expect at Orientation:

Your virtual orientation will be a presentation by representatives from Benefits, Human Resources, Safety and Risk Services, Payroll, and Security. There will be an opportunity for questions at the end of each segment.

After Orientation:

- 1. Document review:** Each new employee must attend a document review session. This is a requirement of the Department of Homeland Security. HR must view the original hiring documents that were uploaded to complete the Federal I-9 form. After a review of your documents, you will receive a CCSD ID badge and employee number. It will only take a few minutes to have your items reviewed and HR will be at the stadium until 3:00 p.m. on the day of orientation.

The location for the review is:

CCSD District 4 Stadium-Ticket Booth Area
3659 West Montague Ave.
North Charleston SC 29418

- 2. Set up your direct deposit:** From your portal click on the ESS icon. You need to access ESS to set up your direct deposit. Your username for ESS is your employee number and the initial password is the last four of your social security number. You will be asked to change your password. Your username will always be your employee number. Once logged in you select Pay/Tax information. The list will expand and the last item is direct deposit. This is where you enter your direct deposit information. Step-by-step instructions will be provided after attending orientation. Please contact IT support for assistance with email or ESS concerns. The number is 843-308-8181.
- 3. Select your Retirement option:** You have 30 days from your hire date to select a retirement option. If no option is selected, you will default to the SCRS. Remember that participation in state retirement is mandatory and it is 9% of your gross pay. You will receive an email from PEBA that you will use to enroll. This email will go to your personal email address that you used during your onboarding.
- 4. Insurance:** You have 31 days from your hire date to select your insurance options. Please review the benefits link and schedule a benefits consultation. The contact information is included at the end of the video.
<https://www.brainshark.com/1/player/wardservices?fb=0&r3f1=&custom=ccsdnewhirebenefits>

Contact Us

onboarding@charleston.k12.sc.us

843-937-6380