



# New Hire Payroll & Benefits Checklist for Success

Welcome to FWISD! This New Hire Payroll & Benefits checklist is a tool for completing all Payroll & Benefits related items. After receiving your final onboarding email, review the checklist items to ensure the accuracy of the information required for Payroll and Benefits.

Each of the underlined hyperlinks provided below will direct you to detailed information, instructions, or videos to help you through the steps.

<b><u>Employee Self Service</u></b>		
	Login to ESS	<a href="#"><u>Instructions</u></a>
	Review/Update W4 elections	
	Review/Update Direct Deposit Account Information	<a href="#"><u>Instructions</u></a>
	Review/Update Your Address and Phone Number	
	Review/Add Emergency Contact	
	Review/Update W2 Tax Delivery Options	<a href="#"><u>Instructions</u></a>
<b><u>Payroll Page</u></b>		
	Review <a href="#"><u>Payroll Calendar</u></a>	
	Review " <a href="#"><u>Know Your Paycheck</u></a> "	
<b><u>Kronos</u></b>		
	Locate and log in to Kronos	<a href="#"><u>Instructions</u></a>
	Verify Accruals in Kronos	<a href="#"><u>Instructions</u></a>
<b><u>Benefits</u></b>		
	Enroll in Employee Benefits within 31 days of the Hire Date	Login Instructions can be found in the "Quick Links" Section
	Review <a href="#"><u>FinPath</u></a> (optional)	Retirement Investment Options

\*If you need assistance with the ESS login, please contact ESS Technical Help at 817-814-2270.