



# Hattiesburg Public Schools

301 Mamie Street  
Hattiesburg, MS 39401  
Phone: 601-582-5078  
Fax: 601-583-7339

Dear New Employee,

It is with great pleasure that we welcome you to Hattiesburg Public Schools. We are pleased that you have chosen to accept our offer of employment.

Enclosed you will find forms that must be completed and submitted to Human Resources on or before the day of your scheduled on-boarding. Once you have completed the on-boarding process and received a favorable result from your background screening, you will receive a call from a Personnel Specialist providing you with an official start date.

The following fillable forms are included:

- Fleet Safety Program Verification Form
- W-4 Federal Tax Withholding Form
- Mississippi State Tax Withholding Form
- Public Employee' Retirement System (PERS Form 1-Membership Application)
- Public Employee's Retirement System Beneficiary Designation Form (PERS Form 1B)
- Retirement Status Form
- Employment Eligibility Verification (I-9 Form). Must attach a copy of your Social Security Card and Driver's License
- State and School Employee's Health Insurance Form
- State and School Employee's Life Insurance Enrollment Form
- Direct Deposit Form (provide a voided check or letter from bank with routing/account number listed)
- **Non-Covered Employment Acknowledgement Form (Part-Time Employees only)**
- Instructions for Active Resources Set-up (On-line Payroll Information Access)
- Verification of Experience Form (Certified email to [audrey.smith@hattiesburgpsd.com](mailto:audrey.smith@hattiesburgpsd.com))
- Verification of Experience Form (Classified email to [robyn.moore@hattiesburgpsd.com](mailto:robyn.moore@hattiesburgpsd.com))

We are excited about you joining the team and want to ensure that you are successful in your new role. Please do not hesitate to contact Human Resources at 601-582-5078 with any questions or concerns. If you are a classified employee, please contact Human Resources Specialist Robyn Moore. If you are a certified employee, please contact Human Resources Specialist Audrey Smith.

Thank you again for choosing Hattiesburg Public Schools.