NON-CONTRACT NEW HIRE LESS THAN 20 HOURS PER WEEK CHECKLIST & INSTRUCTIONS:

1. Complete CORI/SORI form and submit with a copy of your driver's license *(*Superintendent's Office)*

2. Fingerprinting per instructions or contact the district that you originally sent fingerprinting results to and request a Letter of Suitability be sent to Carlisle Public School, moregan@carlisle.k12.ma.us *(*Superintendent's Office)*

3. District EPIMS Form *(*Superintendent's Office)*

4. Carlisle Personnel Record – Complete top section

5. Federal W4 – Complete all areas

6. MA W4 – Complete all areas

7. I-9 – Complete the first page. Be sure to sign at the bottom of the page. Return all pages along with two forms of acceptable identification **(passport, birth certificate, social security card, or driver's license).**

8. OBRA Information Guide and OBRA Enrollment Form

9. Read the Town of Carlisle Sexual Harassment Policy (see section 13.0 Sexual Harassment Policy p. 24) and sign the Sexual Harassment Policy Acknowledgement form

10. Direct Deposit Authorization Form -The Town of Carlisle issues pay electronically. The Treasurer's office will provide information on how to access your biweekly pay statement via Harper's Employee Forward Portal. The email with this information will be generated from: no-reply@employeeforward.com. Paperless Direct Deposit and Employee Forward information.

11. Complete the Conflict of Interest Law Education Requirements (https://www.mass.gov/how-to/complete-the-conflict-of-interest-law-education-requirements) – Complete training and print certificate of successful completion.

12. SSA Form – Explanation and acknowledgement that district staff members do not pay into Social Security

13. Pregnant Workers Fairness Act

Please submit completed documents and any additional information requested to Human Resources at Carlisle Town Hall prior to your first day of work. Pay cannot be issued until all items are completed.

Questions? Contact Jessica Ritenhouse, Finance and Human Resources Assistant, Town of Carlisle, 66 Westford Street, Carlisle, MA 01741, email: jritenhouse@carlislema.gov, phone: 978-371-6469

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