

# Princeton Joint Unified School District

## New Employee Checklist

### ALL EMPLOYEES

- Receipt of Policies, Plans, and Procedures
- I-9: Employment Eligibility Verification and Acceptable Documents
- State of California Oath of Allegiance
- Emergency Contact Information
- Notice to Employee
- W-4: Employee's Withholding Certificate (Federal)
- DE-4: Employee's Withholding Certificate (State)
- Designation of Person(s) Authorized to Receive Warrants
- Direct Deposit Enrollment/Authorization Form (Optional)
- Retirement System Declaration
- AB 1667 Tuberculosis Screening Requirements
- Hepatitis B Vaccine Declination (Optional)
- Transfer of Sick Leave (If Applicable)

### CLASSIFIED EMPLOYEES

- CalPERS Beneficiary Designation

### CERTIFICATED EMPLOYEES

- Official Transcripts Sent to District Office
- Intern Program Paperwork (If Applicable)
- Statement Concerning Your Employment in a Job Not Covered by Social Security
- CalSTRS Retirement System Election
- CalSTRS Recipient Designation

### BUS DRIVERS

- Request for Own Driver License/Identification Card Record
- Employer Pull Notice Program Authorization
- Consent for Information from Previous Employer on Alcohol & Control Substances Testing
- FMCSA Drug and Alcohol Clearinghouse Consent Form