



## New Employee Checklist Non Licensed Staff

Employee Name: \_\_\_\_\_

The checklist below will help new employees complete all the necessary paperwork for becoming a district employee.

After you have completed all the specific documents below contact Human Resources at 952-496-5008 to setup a time to come in for orientation.

Please bring all documents on this checklist with you to orientation.

- [W-4 Form](#)
- [Direct Deposit Agreement](#)
- [District Policies](#)
- [Employee Master](#)
- Employee Background Check. You will be sent a link from Trusted Employees
- [HIPPA Privacy Notice](#)
- [PERA Enrollment Form](#)
- [Bargaining Unit Form](#) – Only required by paraprofessional
- Two Forms of identification