

New Employee Packet Checklist

Teachers & Paras (20 hrs +/-week)

- EEO & Emergency Info Form
- Auto Deposit Form
- I-9 Form
- W-4 Form
- Authorization to release Information Form
- Montana Teacher Retirement System New member Questionnaire Form
- Montana Teacher Retirement System Beneficiary Designation Form

Substitute/Coaches

- EEO & Emergency Info Form
- Auto Deposit Form
- I-9 Form
- W-4 Form
- Authorization to release Information Form
- Montana Teacher Retirement System Election Subs Teacher or PT Teacher's Aide Form

PT Hourly/Bus Drivers

- EEO & Emergency Info Form
- Auto Deposit Form
- I-9 Form
- W-4 Form
- Authorization to release Information Form
- PERS Optional Membership Form

All Fulltime Classified Staff

- EEO & Emergency Info Form
- Auto Deposit Form
- I-9 Form
- W-4 Form
- Authorization to release Information Form
- PERS Member/Designation of Beneficiary Card Form



All employees need to provide a copy of their social security card. Federal law requires payrolls (W-2's) to be reported in your name as it appears on your card.

State Law & School Policy Requires all employees to submit a copy of the results of a TB test current within the last year.