New Hire Checklist

Welcome to Mesa County Valley School District 51. Upon hire the Human Resources Department requires our new employees to review, complete, and return this packet to our offices at 2115 Grand Ave, Grand Junction. Almost all forms can be completed electronically and then printed. Many of the forms will require your signature.

Paperwork to be completed (available online) and turned in to Human Resources (either print and bring with you or email to Sarah.Calvert@D51Schools.org):

- ☐ New Employee Data Sheet
- ☐ W-4
- ☐ I-9
- ☐ Direct Deposit (with a voided check or a Direct Deposit Authorization from your bank)
- ☐ Social Security Statement regarding non-covered employment
- ☐ RUA (Responsible Use Agreement for Technology Resources) – Email Access
- ☐ Oath of Allegiance (Teachers Only)

Items to bring with you to Human Resources:

- ☐ Valid Government ID (List of acceptable documents on page 3 of I-9)
- ☐ Social Security Card or tax document to verify Name and Social Security Number
- ☐ Voided Check or Direct Deposit Authorization from your bank (need your name, routing and account number, typed, from the bank)
- ☐ Yourself! (We will be taking a photo for your District ID Badge)
- ☐ Copy of your active Colorado Teaching License (Licensed Staff Only) and content test results (if available)

Additional items to be aware of after you've complete paperwork with Human Resources:

- ☐ Call Help Desk (970-254-5175) for your computer credentials the day before your start date
  - ➢ Dependent on when paperwork is complete!
- ☐ Benefits (only for benefits eligible employees)
  - ❖ Eligibility - You must complete a waiting period of 30 days beginning on your first full day of employment
  - ❖ Effective Date - The first of the month following completion of your waiting period
  - ❖ Invitation Email - Watch for the email from D51Benefits@d51schools.org within 2 weeks of start date
  - ❖ Benefits Information - Go to Human Resources/Employee Benefits in Staffsite.

New Support Staff Employees – You will need to be fingerprinted for background check purposes before starting your position. Paperwork cannot be processed until fingerprints have been completed.