

EMPLOYEE ORIENTATION – New Employee/Rehire Checklist

The Online Employee Orientation covers the "need to know" items as a new District Employee and must be completed prior to working at any worksite in the District. Once on the job, there are other items you will be required to complete as a new employee. For more information regarding those items, please view the Next Steps items, below.

Next Steps - New Employee/Rehire Checklist

- Benefit Election Choices for Health, Dental, and/or Vision Insurance
- HBV Provider Authorization form (if required for your position)
- Employee Information Exemption from Public Records form
- Direct Deposit and W-4 information
- E-Learning courses - Mandatory New Employee Training (within 30 calendar days of your start date)
- External course - Department of Child & Families Child Abuse & Neglect course (<http://www3.fl-dcf.org/RCAAN/>)
- FRS Retirement Plan Choice
- For Teachers with Temporary Certificates Only: Complete the [Alternative Certification Program Selection form](#).
- Teaching Experience form submitted (Instructional/Principal/Assistant Principal Positions Only)
- Advanced Degree Pay form submitted (Instructional/Principal/Assistant Principal/NBU Positions Only)

Next Steps - Checklist Details

Benefit Election Choices for Health, Dental, and/or Vision Insurance

All Benefit Elections are made via the **My Benefits tile** in PeopleSoft. Please view the Alex - Interactive Benefit Tool/Checklist before getting started.

- Benefit Enrollment
- 1095-C Consent
- Dependent Verification
- Health Rewards
- Tobacco Surcharge
- Retirement Savings – Quick Enroll Plan (b)

HBV Provider Authorization form

This form will only appear if it is required for your position. It must be completed via the **My Benefits tile** in PeopleSoft. If the form is listed under *Benefits Summary* on the left side, you must either accept or decline this benefit. To complete this step:

- Select Hepatitis B Vaccination Accepted, or Hepatitis B Vaccination Refused.
- If you've Accepted, click on the HBV Provider Authorization form and print two copies.
- Regardless of your choice, you must click Submit Electronic Signature.

Employee Information Exemption from Public Records form

This form must be completed via the **My Personal Information tile** in PeopleSoft. To complete this step:

- On your **My Personal Information** page, verify that all personal information is correct.
- Ensure a personal cell phone number and/or email address is listed in your **Personal Details** as this is needed for password resets for validation purposes.
- Under the **Public Record Exemption** section, select the appropriate choice and click *SAVE*.

Direct Deposit, W-4 information, and New Employee Payroll Guide

New Employees should enroll in Direct Deposit and update their tax information (W-4) via the **My Payroll and Compensation tile**. To complete these steps:

- Click on the Direct Deposit menu item and update your information.
- Click on the W-4 Tax Information menu item and update your information and click Submit.

Mandatory New Employee Training

As a new employee, you are required to complete specific Mandatory Training courses within thirty (30) days of your scheduled start date. You will be able to view the Mandatory Training course list on the **New Employee Mandatory Training website** once you are officially in your District position.

FRS Retirement Plan Choice

New regular employees will need to submit their FRS Retirement plan choice by 4:00 pm on the last business day of the 8th month after their month of hire. For more information, please visit the **FRS Retirement Plan Choice website** from the District Hub once you are officially in your District position.

Teaching Experience [PBSD 2044 form](#) submitted*

This form is only for Instructional, Principal, and Assistant Principals positions. Please send the form to your previous employer. The employer must submit the completed form to Compensation & Employee Information Services (address on form) within 90 days after date of hire. For questions, please contact the [HR Customer Care Center](#).

*Rehires: Check with the HR Customer Care Center regarding any previously submitted forms. A new form is required for any additional time not previously submitted for verification.

Advanced Degree Pay form (and transcript) submitted*

Advanced Degree Pay is only available for Instructional positions, for NBU positions (Principals/Assistant Principals/Specialists/Confidential/Miscellaneous), and for School Food Service Managers. Submit forms to Compensation & Employee Information Services. (*NOTE: The transcript is not needed if it was submitted as part of the hiring process.) For questions, please contact the [HR Customer Care Center](#).

*Rehires must resubmit the form even if the supplement was received while formerly employed with the District.

- For Instructional positions, submit [PBSD 2277](#)
- For NBU (see above) positions, submit [PBSD 2276](#)
- For School Food Service Managers, submit [PBSD 2276](#)