

# Fulton Schools

## New Employee Hire Checklist

Teacher       Tenure       Probationary

Support Staff

Start Date \_\_\_\_\_ Probationary Period \_\_\_\_\_

Name \_\_\_\_\_

Building/Program \_\_\_\_\_

Assignment \_\_\_\_\_

Contract Salary \_\_\_\_\_ Step \_\_\_\_\_

Contract Days \_\_\_\_\_ Work Days \_\_\_\_\_

Hourly Rate \_\_\_\_\_ Hours/Day \_\_\_\_\_ Days \_\_\_\_\_

Salary/Wage Account Number(s) \_\_\_\_\_

Insurance:    PAK A \_\_\_\_ PAK B \_\_\_\_ Health \_\_\_\_ Dental \_\_\_\_ Vision \_\_\_\_

Life/AD&D \_\_\_\_ Cash in Lieu \_\_\_\_

Sent to Business Office by: \_\_\_\_\_ Date: \_\_\_\_\_

Received in Business Office by: \_\_\_\_\_ Date: \_\_\_\_\_