

FALLBROOK UNION HIGH SCHOOL DISTRICT

Human Resources

Memo

To: Certificated Employee
From: Jean Proctor, Human Resources Technician
Subject: **Employee Packet and Paperwork**

Included in the list below is all the paperwork we will need back in order to process you as a new employee of the Fallbrook Union High School District.

Reading Material- FRONTLINE quick start guide, Complaints Concerning School Personnel, Uniform Complaint Procedure, Drug and Alcohol-Free Workplace, Sexual Harassment Board Policies, Sexual Harassment Pamphlet, Penal Code-Child Abuse, Employee's Workers' Compensation Handbook, Employee Notification of Election of Personal Physician, Family and Medical Leave Act, School Year Calendar, Certificated contract, Employee Handbook and Blood borne Pathogens Booklet can be access at www.fuhsd.net by clicking on Departments, Human Resources, New Employees and then New Employees Forms and Information.

Required completed forms:

- Completed Live Scan Form (you will need to go down to Live Scan to complete the fingerprinting process, clearance will come via internet from the DOJ)
- Drug Test and TB (Please take the form in your packet with you to your appointment. Results will be sent to Human Resource.)
- Employee Ethnicity Identification
- Staff Emergency Information
- Employment Eligibility Verification (Social Security & Driver's License)
- W-4 Form
- Oath of Allegiance for Persons Employed by the District
- Employee Notice Workers' Compensation Benefits
- Employee Electronic Resources Agreement
- Designation of Beneficiary Pay Warrant
- STRS (New Teachers-Attach SSA-1945 Form)

Optional Forms to return to the District- Direct Deposit Authorization

Please call me with any questions at (760) 723-6332 extension 6493 or email at jproctor@fuhsd.net

Paycheck Delivery Procedure

- 1. Paychecks are issued the last working day of the month.**
- 2. Paychecks are received either by direct deposit in your account, or by pickup/mail. If checks are not direct deposited into your account, they will be available for pickup at your school site's main office until the end of the day.**

On the following business day, checks will be sent out in the mail to your most recent address on file

Online Pay Stubs

- 1. Log onto the fuhsd.net website**
- 2. Click on Resources/Staff/People Soft (Online Pay Stubs)**
- 3. Your user ID is your six (6) digits employee number**
- 4. Password will be the first four (4) letters of your Last Name and the last 4 digits of your Social Security Number.**
- 5. Once you are logged in you will be prompted to change your Password.**