

FALLBROOK UNION HIGH SCHOOL DISTRICT

Human Resources

Memo

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

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

Reading Material- 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, Classified In-Service Program for Salary Increase, School Year Calendar, SEIU contract, Employee Handbook and Bloodborne 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 (Results will be sent to me by internet. You will need to take the form with you to your appointment)
- Employee Ethnicity Identification
- Staff Emergency Information
- Employment Eligibility Verification (Social Security & Driver's License)
- W-4 Form
- Oath or Affirmation for Persons Employed by the District
- Child Abuse Reporting Requirement
- Employee Notice Workers' Compensation Benefits
- Employee Electronic Resources Agreement
- Catastrophic Leave Donation Form
- 3121 Beneficiary (Classified part-time/limited term Employee's Only)(Attached SSA-1945 Form)
- PERS (Full Time Employee's Only)
- SEIU Application for Membership (yellow card)
- SEIU Receipt of Classified Contract & Fair Share Fee Notice
- Direct Deposit Authorization (Optional)

If you have questions or concerns, please contact me at jproctor@fuhsd.net or (760) 723-6332 ext. 6493.

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.**