



## MADEIRA CITY SCHOOLS EMPLOYEE LESS THAN PART TIME CHECK LIST

Welcome to Madeira City Schools! My name is Melody Gregory and I am the Payroll and Benefits Coordinator for the District.

In order to begin working for Madeira City Schools you will need to complete payroll paperwork, apply for an Educational Aide Permit (if applicable), submit a background check with BCI and/or FBI fingerprinting, and present your passport OR your driver's license and your social security card.

**FINGERPRINTING/BACKGROUND CHECKS (no form)** - Fingerprinting should be processed early so that they are received by the district prior to your first day of work. If you have a copy of your BCI and/or FBI that is **within the past 12 months of your date of hire**, bring them to your appointment. If you are in the process of receiving your first initial license or permit, background checks must be processed by an authorized webcheck service, sent to the Ohio Department of Education electronically and a copy to Madeira City School District. Recommend using the Montgomery BMV. **THIS IS MANDATORY.**

**Background checks and active Licenses or Educational Aide Permits must be provided to the district prior to working with students.**

Use the check list below to make sure you have printed and completed all of the necessary payroll paperwork. Make an appointment by calling 513.924.3701 or email [mgregory@madeiracityschools.org](mailto:mgregory@madeiracityschools.org) when all forms are completed.

**ALL PAYROLL PAPERWORK CAN BE FOUND ON OUR WEBSITE. PLEASE FOLLOW THE DIRECTIONS BELOW TO FIND THE PAPERWORK:**

Go To: [www.madeiracityschools.org](http://www.madeiracityschools.org)

Click On: Human Resources drop down menu

Click On: Human Resources Forms and Documents

Go To: right side of page, gray box titled " All New Staff" and "Employees Part Time". You will be completing forms in both sections.

Click, print and complete all forms listed below using the Check List:

1. **GENERAL APPLICATION – All New Staff section** - Complete, sign, and date.
2. **SERS MEMBERSHIP FORM – Employees Part Time section** -All non-teaching staff in the State of Ohio are required to belong to the School Employees Retirement System. The employee pays 10% of their gross earnings and the Board of Education pays 14% of the employee's gross earnings. **PLEASE NOTE THE RETIREMENT AMOUNT DEDUCTED FROM YOUR PAY CHECK IS NOT TAXED. Non-teaching/Non licensed staff complete the SERS form.**
3. **SERS CHANGE OF ADDRESS FORM – Employees Part Time section** - If your address has changed since the last time you were employed by Madeira City School District complete this form.
4. **STRS FORM – Employees Part Time section** - **Certified Teachers actively working in a teaching position should complete the STRS forms. ALL employees are required to either contribute to SERS or STRS.**
5. **DIRECT DEPOSIT FORM – All New Staff section** - **All NEW Madeira Employees** are required to participate in **direct deposit and email notification**. If you fail to return your direct deposit form along with an email address, your *compensation will be delayed until such paperwork has been received.*
6. **FEDERAL TAX/W-4 FORM – All New Staff section** - W-4 is for Federal Income Tax. Complete and sign.

7. **STATE TAX/IT-4 – All New Staff section** - IT-4 is for Ohio State Income Tax. If you need to deduct KY State Tax - please call 1-859-371-9049. The KY State Tax Dept. can assist you determining how much money should be deducted from your check each pay. Once you have made this determination, please put it in writing and submit with your paperwork.
8. **CONTACT INFO – All New Staff section** - The Ohio Department of Education requires every public school district to report numerous pieces of information on our staff. Please complete this form.
9. **I9 FORM – All New Staff section** - You are required to provide **(IN PERSON)** two forms of identification. Acceptable forms of identification are listed on the I9 form. Bring your two items of ID and the completed I-9 form to your appointment.
10. **THE OHIO ETHICS LAW – All New Staff section** - We are required to provide you with the 26 page OHIO ETHICS LAW. You will need to print the form and sign it to indicate you have been provided with the Ohio Ethics Law. The Ethics Law is located on our website
11. **OHIO ETHICS CERTIFICATION – All New Staff section** – Certification that you were provided the Ohio Ethics Law. Print and sign.
12. **OHIO FRAUD FORM- All New Staff section** – Print and sign form to indicate you received this information.
13. **DRUG FREE CERTIFICATION** – Go to [www.madeiracityschools.org](http://www.madeiracityschools.org) District Office, Board of Education Policies and Guidelines. Read Policies 3122 and 3122.01. Sign form that you have read the Policy and Guideline.
14. **BLOODBORNE PATHOGENS** - Go to [www.madeiracityschools.org](http://www.madeiracityschools.org) District Office, Board of Education Policies and Guidelines. Read Administrative Guideline 8453.01. Complete Hepatitis B waiver form.
15. **CONTRACT** – Sign and return contract.

<sup>1</sup>Anyone employed by the Madeira City School District must have **SERS** or **STRS** retirement deducted from their gross wages. Madeira City School District **does not** contribute to FICA/Social Security. All employees who cease working for Madeira City Schools may submit an application to SERS or STRS for a refund of their contributions.

**\*\*NOTE:** YOU NEED TO COMPLETE ALL PAPERWORK AND HAVE YOUR BCI/FBI BACKGROUND CHECKS DONE BEFORE YOU SUBMIT YOUR COMPLETED PAPERWORK TO MELODY GREGORY. You must present 2 forms of ID **in PERSON** at the Board Office **within 3 days of employment** (see the acceptable forms of ID located on the I-9 forms).

Contact Melody by phone 513.924.3701 or email [mgregory@madeiracityschools.org](mailto:mgregory@madeiracityschools.org) to make an appointment to review and submit your paperwork.