

# WESTBOROUGH PUBLIC SCHOOLS

## SUBSTITUTE CHECKLIST Employment/Payroll Documents

If you have any questions about completing these documents please contact Doreen Rebh at (508) 836-7702 ext. 2021 or [rebhd@westboroughk12.org](mailto:rebhd@westboroughk12.org).

- [Personal Information Form](#)
- [Substitute Teacher and Paraeducator Preference Form](#)
- [Voluntary Self-Identification Form](#)
- [CORI Request Form](#) (Criminal Offender Record Information Form)
- [CORI Fingerprinting Information](#)
- [Form W-4](#): Employee's Withholding Allowance Certificate (for federal tax withholding)
- [Form M-4](#): Massachusetts Employee's Withholding Exemption Certificate (for state tax withholding)
- [Form I-9](#): Federal Employment Eligibility Verification (you must personally present two forms of identification (Driver's License and Social Security card, or, Driver's License and Birth Certificate or U.S. Passport) to Human Resources along with Form I-9)
- [Form SSA-1945](#) (Statement regarding Social Security)
- [Direct Deposit Request Form](#) (Westborough requires all employees to use direct deposit)
- [Paycheck notification instructions](#)
- [W-2 and 1095 Form](#)
- Please complete [OBRA Deferred Contribution Plan Form](#).
- [Conflict of Interest Law](#) & [Conflict of Interest Law Acknowledgement Form](#).
- Read this [Mandated Training Document](#) (allow about an hour to read the document) and sign this [Mandated Training Acknowledgement Form](#).
- Please read the [Substitute Teacher Handbook](#) and sign this [Substitute Handbook Acknowledgement Form](#).
- [Reasonable Assurance Letter](#)

## **Personal Documents You Need to Bring to Human Resources to Formalize Employment and Enroll in Employee Benefits Plans**

If you wish to enroll in employee health insurance or life insurance plans, or opt for the health insurance waiver payment, you must do so within 30 days of your first date of employment, or wait until the City's next annual open enrollment period for health insurance enrollment or waiver. Open enrollment periods for life insurance do not typically occur, therefore enrollment in life insurance within the first 30 days of employment is essential if you are interested in this benefit.)

- Two forms of identification:
  - (a) Your Driver's License and Social Security card, or
  - (b) Your Driver's License and Birth Certificate or U.S. Passport
  
- The Social Security numbers of your dependent/spouse or proposed beneficiaries (for family health insurance and/or life insurance purposes)