

EMPLOYEE BENEFITS PACKAGE

Check list

Name	Date
School	Position

Please visit the school website at: somersetschools.org/Departments/Human-Resources/ to find additional information and all the forms listed below.

- Appointment Letter signed
- W-4 Form
- M-4 Form (**only necessary if Status for state is different for Federal filing**)
- Form I-9 (**please see attached list, must include two forms of ID or Current Passport**)
- Social Security Statement
- Direct Deposit (**voided check**)
- Bristol County Retirement Member Enrollment (**birth certificate required**)
- Bristol County Beneficiary Form
- Teachers Retirement Enrollment (**Teachers only**)
- Medical Ins. Enrollment Application and Membership package
- Marriage and/or Birth Certificates for child(ren), (required when electing Family coverage)**
- Dental Ins. Enrollment Form
- Life Ins. enrollment
- Waiver Forms: Medical Dental Life Ins
- Required Policies and Notices
- Employee Handbook
- Conflict of Interest
- EPIMS
- Emergency Contact list
- Finding Online Union Contract /Staff Site/ School Committee site
- Time & Attendance, time off, create account, go over payroll forward
- School Calendar

CORI Request	Pending		Received	
SORI Request	Pending		Received	
Fingerprints	Pending		Received	

	ANNUAL	PER MONTH
Sick Time		
Vacation Time		
Personal Time		