

# **EMPLOYEE BENEFITS PACKAGE** **Check list**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Position

Please visit the school webstie at: [somersetschools.org/Departments/Human-Resources/](http://somersetschools.org/Departments/Human-Resources/) to find additional information and all forms listed below.

- \_\_\_\_\_ Appointment Letter
- \_\_\_\_\_ 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
- \_\_\_\_\_ Medical Ins. Enrollment Application and Membership package
- \_\_\_\_\_ Marriage and/or Birth Certificates (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
- \_\_\_\_\_ School Calendar

Cori Request	Pending		Received	
Fingerprints				

	ANNUAL	PER MONTH
Sick Time		
Vacation Time		
Personal Time		