

# NEW EMPLOYEE CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING DOCUMENTS ARE SUBMITTED TO THE ADMINISTRATION OFFICE:

- Completed Application (completed online)
- Copy of Educator License (certified employees only)
- Copy of all college transcripts
- Employee Demographic Form
- Direct Deposit Form (must be accompanied by a voided check)
- I-9 Form (must be accompanied by two forms of ID or a Passport)
- W-4 Form
- Mississippi Employee's Withholding Exemption Certificate
- BCBS Enrollment Form
- Dental Insurance Form (choose between High and Low plan; if you choose not to participate – you must indicate “waive” in section 3 of the form)
- Vision Insurance Form (two options to choose from; if you choose not to participate – you must indicate “waive” in section 3 of the form)
- PERS Enrollment & Beneficiary Forms
- Life Insurance Form (two options; can choose both or neither- must sign waiver if you choose not to participate in either plan)
- Finger Print and Background Check Form (\$32.00 Fee)

Due to the effects of COVID 19, we ask that you make an appointment to see employees at the administration office to further reduce the foot traffic as a continued effort curb the spread of COVID 19. We strongly encourage the use of email or telephone calls during this time.

You may email, mail or fax your completed packet to:

Ramona Farris

[ramona.farris@leecountyschools.us](mailto:ramona.farris@leecountyschools.us)

662-841-9144 ext 1810

Administration Office

1208 College View Drive

Tupelo, MS 38804

Questions about benefits/insurance may be directed to:

Windell Wright

[windel.wright@leecountyschools.us](mailto:windel.wright@leecountyschools.us)

662-841-9144 ext 1807