

# Temporary Employment Packet

**Employment packets must be submitted five business days prior to the first day of employment.**

A complete employment packet will include the following forms:

**1. Employment Data Sheet - Temporary Short-Term/Substitute Classified**

- Department completes the Department/Division Use Only section. Information can be found on the approved Position Requisition - Temporary form.
- The "employment Start Date and End Date" should be the actual first day of employment and the anticipated last day of employment - **not** the approved start and end dates on the position requisition form.
- If the employee marks "Yes" to having a conviction, please have the employee come to HR. We will provide them with a Live Scan form, which they will take to a local law enforcement agency. There is a small fee for the Live Scan, which HR will reimburse when they return completed form and the cash register receipt. HR will review the results of their Live Scan and determine if the employee is eligible to work. They **cannot** start work until HR clears them.
- Check that the employee signed the form.

**2. Classified Employment Application form**

- Both pages of the application need to completed.
- Check that the employee signed the second page.

**3. Demographic, Drug-Free, & Oath form**

- Make sure employee completes section at the top of the form plus the three (3) sections.
- Make sure employee signs in both areas of the form.
- The department will sign at the bottom as the "School Official Signature".

**4. Employment Eligibility Verification form (I-9)**

- Make sure all dates formatted like **MM/DD/YYYY**.
- Make sure the employee has not left any blank boxes - use N/A instead of a blank box.
- Must enter physical home address - not a PO Box.
- Make sure that the employee has signed and dated.
- The department fills out Section 2 of the form. Refer to the sample form on how to fill out.
- Make sure the department sign under Certification – as you are the staff member who has made copies of the employee's I-9 documents.  
I-9 documents.
- **Important** - The "**first day of employment**" should match the "**Start Date**" on the Employment Data Sheet.

**5. I-9 Documents**

- A list of acceptable I-9 documents is included in the packet.
- Make sure the name on the I-9 documents matches the name on the I-9 form.
- Must see original I-9 documents.
- Verify that the I-9 documents have not expired.
- Attach a copy of the I-9 documents and submit with the hiring packet.

**6. CalPERS Reciprocal Self-Certification form**

- Make sure employee fills out Section 1 Member Information. If they have a membership, they must fill out Section 2.
- Make sure the employee signs and certifies in Section 3.

**7. W-4**

- Make sure that the W-4 is current. If the employee is starting in 2024, they must submit a 2024 W-4.
- The employee must fill out step 1
- Make sure they sign on step 5

**8. EDD State of California - Withholding Allowance Certificate**

- Make sure the employee completes the section at the top and signs the form.

**9. Direct Deposit Authorization Request**

- If the employee is interested in direct deposit, they must attach a voided check or include documentation from their bank that includes their name, routing number, and account number.