



Welcome to HISD!

STAFFING SESSION

Becoming #GreatAllOver

Today's Agenda

Welcome & Introductions

Hiring Process

Completion of I-9, W-4, and Direct Deposit

New Hire Information

Q&A Session

One-on-One

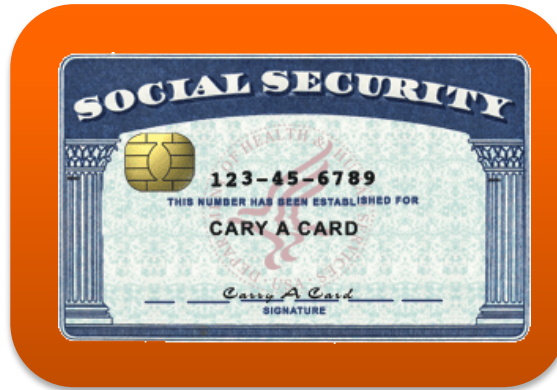
ID Badge Photo

Save your
questions!

Norms



Please take out...



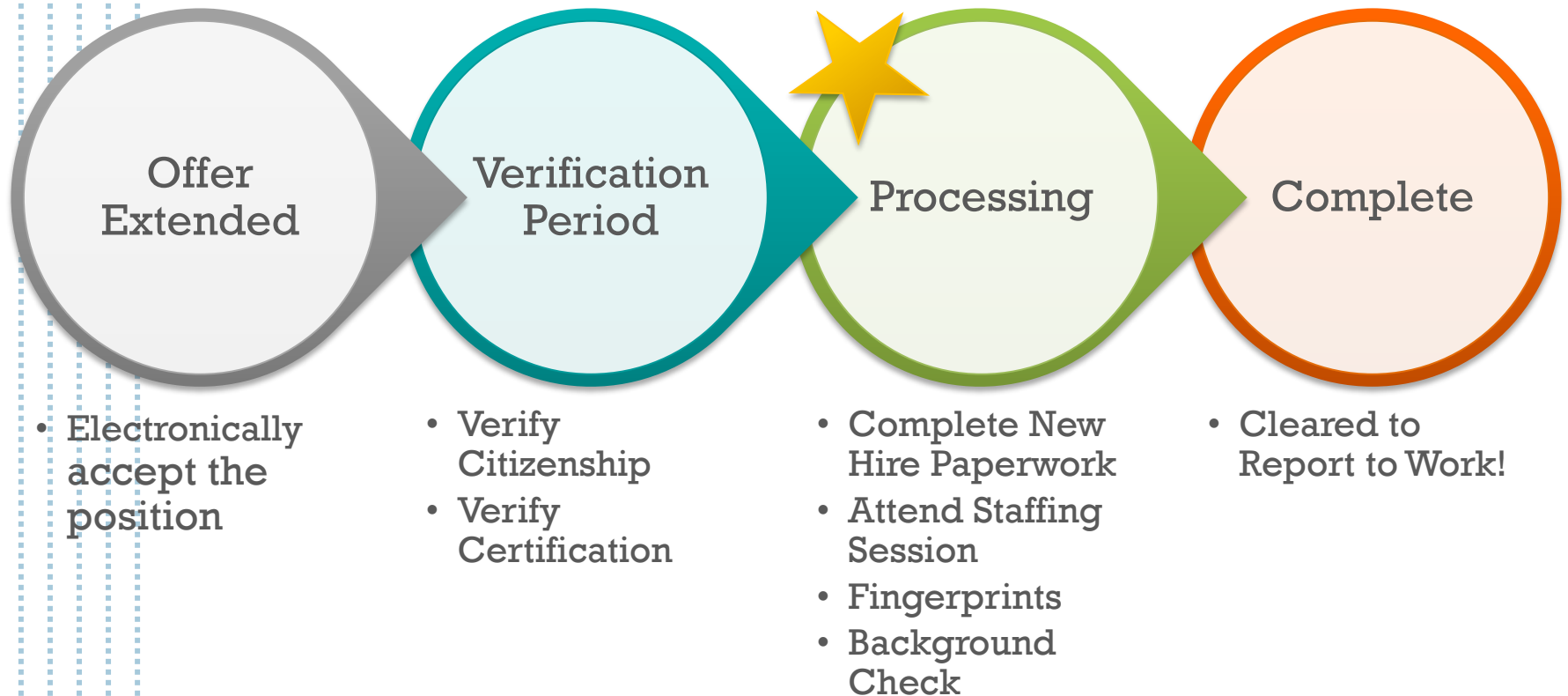
Social Security Card



Valid ID Card

**We will collect your transcripts
and service records later in this
session.**

New Hire Process



What does the **PROCESSING** stage include?

Application

- Complete New Hire Paperwork electronically via AppliTrack

Staffing Session

- Sign & Complete New Hire Forms
- Submit Transcripts/ Service Records
- Take ID badge photo
- Learn more about HISD

Background Check

- Complete Background Check/Fingerprint Requirement

HR Representatives



HR Assistant (HRA)

- New hires' first point of contact
- Responsible for assisting new hire through the hiring process and requirements

HR Business Partner (HRBP)

- First point of contact for school campuses and departments
- Assist hiring managers with staffing, recruiting, compensation, and policy administration



Completion of Forms



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS

Form I-9

OMB No. 1615-0047

Expires 03/31/2016

► **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)	
Address (Street Number and Name)		Apt. Number	City or Town		State	Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		E-mail Address		Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- Choose one**
- ☐ A citizen of the United States
 - ☐ A noncitizen national of the United States *(See instructions)*
 - ☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____
 - ☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. *(See instructions)*

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

3-D Barcode
Do Not Write in This Space

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

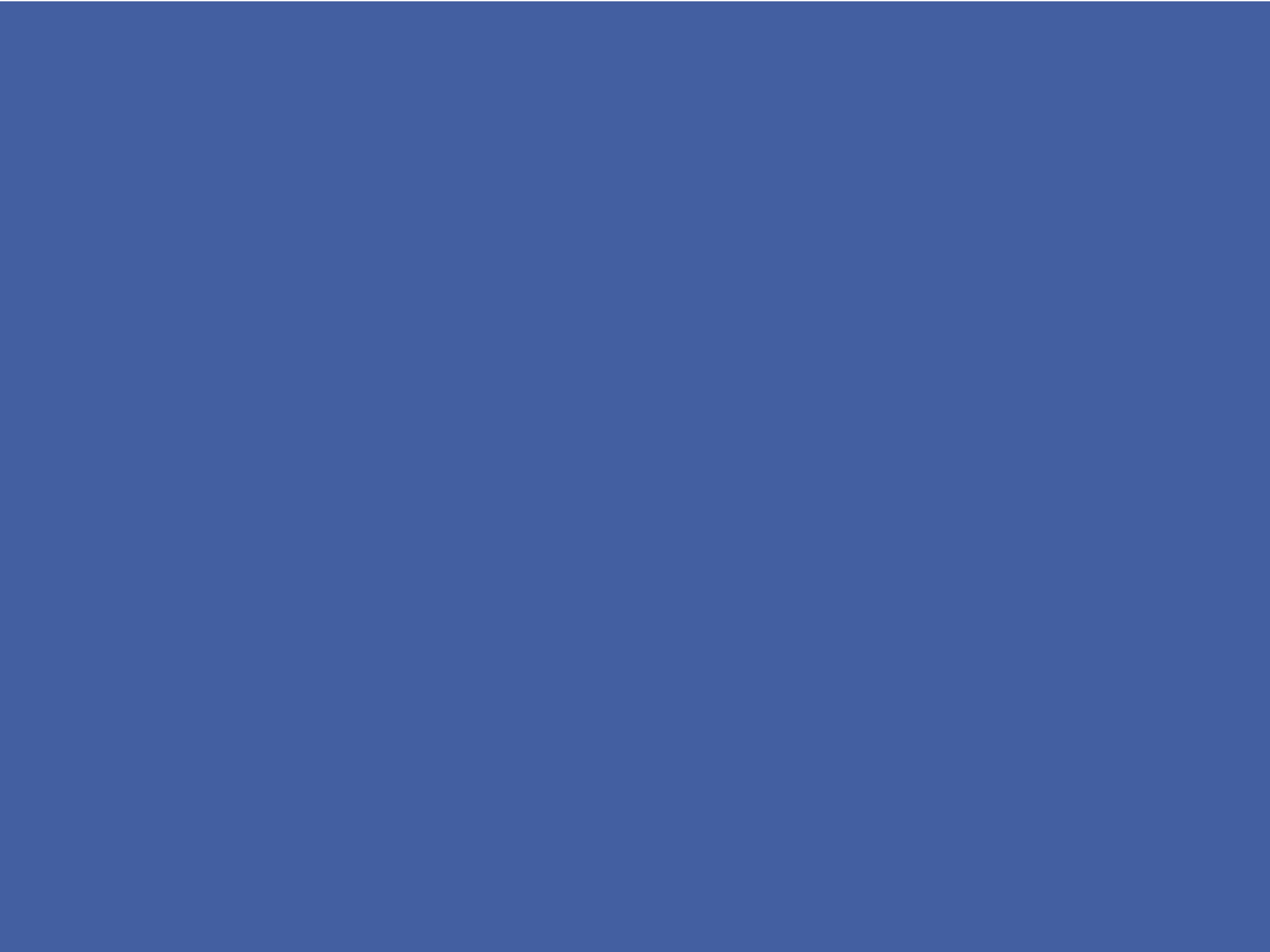
Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. *(See instructions)*

Signature of Employee: _____

Date (mm/dd/yyyy): _____



Form W-4

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

OMB No. 1545-0074

2014

► Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1 Your first name and middle initial	Last name	2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ► <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5
6 Additional amount, if any, you want withheld from each paycheck		6 \$
7 I claim exemption from withholding for 2014, and I certify that: • Last year I had a right to a refund of all federal income tax withheld. • This year I expect a refund of all federal income tax withheld. If you meet both conditions, write "Exempt" here ►		7

**Must complete either
line 5 or 7.**

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature

(This form is not valid unless you sign it.) ►

Date ►

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)
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For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 10220Q

Form **W-4** (2014)



Direct Deposit (*Part One*)

Direct Deposit/Money Card Request

Last Name _____ First Name _____ MI _____
Social Security Number _____ - _____ - _____ Date of Birth _____ HISD Employee Number _____
School/Department _____

The Houston Independent School District requires enrollment in Direct Deposit or Money Card as a condition of employment. If you do not wish to participate in Direct Deposit, you will automatically receive a Money Card to access your wages.

Please choose participation in Direct Deposit or Money Card:

☐

Direct Deposit

New Add

☐

Change from Money Card to Direct Deposit

☐

I hereby authorize the Houston Independent School District to initiate credit entries and to initiate, if necessary, debit entries and adjustments to my account listed below.

Effective Date – new additions will be printed and mailed for one month after receipt; any change of accounts will temporarily cause a check to be

Replacement of Funds – if a check deposited to an account and are returned by the bank for any reason, a replacement check will not be issued by the district's bank account (up to five banking days).

This option is only applicable if have a void check or letter from the bank currently in your possession

It is the employee's responsibility to notify the Customer Service/Human Resources Department at least five banking days before a regular scheduled payday of any changes in the employee's bank status.

Direct Deposit (*Part Two*)

Primary Institution

Bank/Institution Name _____

Routing Number/Account Number

Dollar amount or percentage to this Institution _____ dollars OR _____ % of total

Secondary Institution (OPTIONAL)

Bank/Institution Name _____

Routing Number/Account Number

The remaining balance **NOT** deposited to the Primary Institution above will be deposited to this account.

I certify that I understand the above conditions for direct deposit. I acknowledge this by attaching a personal check marked “VOID” and signing, dating, and submitting this form to the Human Resources Department, Hattie Mae White Educational Support Administration Building, Route 10.

Your Name _____ 1035

Your Address _____

PAY TO THE ORDER OF _____

_____ DOLLARS

Your Bank Name _____

MEMO _____

123456789 987654321 1035

Routing Number Account Number Check Number

Direct Deposit (*Part Three*)

☐ **Money Card** ☐ New Add ☐ Change from Direct Deposit to Money Card

I hereby authorize the Houston Independent School District to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my Money Card account.

Effective Date – new additions or changes become effective one month after receipt; a printed check will be mailed until you receive and verify your Money Card.

I certify that I understand the above conditions for money card. I acknowledge this by signing, dating, and submitting this form to the Human Resources Department, Hattie Mae White Educational Support Administration Building, Route 10.

I acknowledge and agree that the Houston Independent School District shall not be liable for damages related to late deposit or to deposit error by the originating bank or the receiving bank that might result in overdraft charges by the employee's bank or insufficient funds charges to employees, and acknowledging that it is employee's duty to ensure that deposits have been made to their accounts on a timely basis.

Signature _____ Date _____

(FOR PAYROLL USE ONLY)

Input By

Date

ID Badge Request Form



HISD NEW EMPLOYEE ID BADGE REQUEST

Request Number Below please fill in month, day and year			
06	13	14	
MO	DAY	YR	Request #

Big _____ **Bird** _____ **B.** _____
Last Name First Name MI

Campus/Department: **Sesame Elementary**

HR Representative: **Elizabeth Caldwell**

To help us better communicate with you when your badge is available, please provide a cell phone number or email address.

bigbird@gmail.com

Email address

832-244-2479

Cell phone #

Please text me when my materials are ready

Your carrier may charge you for receiving text messages

☒ Yes ☐ No

Please take this form to the ID badge desk where your photo for your new HISD badge will be taken.



New Hire Information

ID Badge & Network Access

The ID Badge and network access letters are generated once a new employee has been entered into the PeopleSoft system.



ID Badge

- Picture taken TODAY
- Complete request form

Network Access

- Contains login and e-mail information

Pick up both your ID badge and Network Access letters together.

You will receive an email or text message when they are available for pick up.

Questions? Email

onboarding@houstonisd.org

or call 713-556-7575

Payroll

2013-2014 BI-WEEKLY PAYROLL CALENDAR

FROM (MONDAY)	TO (SUNDAY)	PAYDAY (WEDNESDAY)	PAY CYCLE
07/22/13	08/04/13	08/14/13	001
08/05/13	08/18/13	08/28/13	002
08/19/13	09/01/13	09/11/13	003
09/02/13	09/15/13	09/25/13	004
09/16/13	09/29/13	10/09/13	006
09/30/13	10/13/13	10/23/13	007
10/14/13	10/27/13	11/06/13	008
10/28/13	11/10/13	11/20/13	009
11/11/13	11/24/13	12/04/13	010
11/25/13	12/08/13	12/18/13	011
12/09/13	12/22/13	01/01/14	012
12/23/13	01/05/14	01/15/14	013
01/06/14	01/19/14	01/29/14	014
01/20/14	02/02/14	02/12/14	015
02/03/14	02/16/14	02/26/14	016
02/17/14	03/02/14	03/12/14	017
03/03/14	03/16/14	03/26/14	018
03/17/14	04/13/14	04/09/14	019
03/31/14	04/27/14	04/23/14	020
04/14/14	05/11/14	05/07/14	021
04/28/14	05/25/14	05/21/14	022
05/12/14	06/08/14	06/04/14	023
05/26/14	06/22/14	06/18/14	024
06/09/14	07/06/14	07/02/14	025
06/23/14	07/20/14	07/16/14	026
07/07/14	08/03/14	07/30/14	
07/21/14		08/13/14	

1 Pay period begins on Monday and ends on Sunday
 2 Payday will occur every other Wednesday for all Employees according to the above Schedule
 3 Less than 12 Month Employees who began the 2013-2014 school year on or before August 04, will NOT be paid on August 14
 4 Final check - less than 12 Month Employees July 30

Getting Paid

26 pay periods

Every other Wednesday

Methods of Payment

Direct Deposit
(takes ~2 paychecks)

Money Card
(mailed to address provided)

Benefits Information

Enrollment

- You will receive an email invitation to enroll from Benefits Outlook
- This will be sent to your HISD email account

Enrollment Deadline

- You have 30 days after your hire date to enroll *online* in the HISD benefits program.
- After 30 days, but before your benefits effective date, you can enroll over the phone.
- If you miss the enrollment deadline, you will not have coverage for the remainder of the calendar year.

Benefits Coverage

- Coverage (benefits effective date) begins the first of the month following 30 days after your hire date.
- **Example:** Hire date – 8/11/2014 Benefits effective date – 10/1/2014

Contact Benefits

- 1-877-780-HISD (4473) or visit www.hisdbenefits.org

Turn in Documents

Turn in service records, official transcripts, and direct deposit forms ASAP!

Bring to the HR reception at the Hattie Mae White ESC

Service Records must be original.

Transcripts must be official. Official electronic transcripts are also accepted if sent directly from university.

No appointments are necessary!

Employee Responsibilities



Address/Phone Number



Clock In



Certification Updates



Banking Info

Are you wondering...

What are the different types of benefit plans offered?

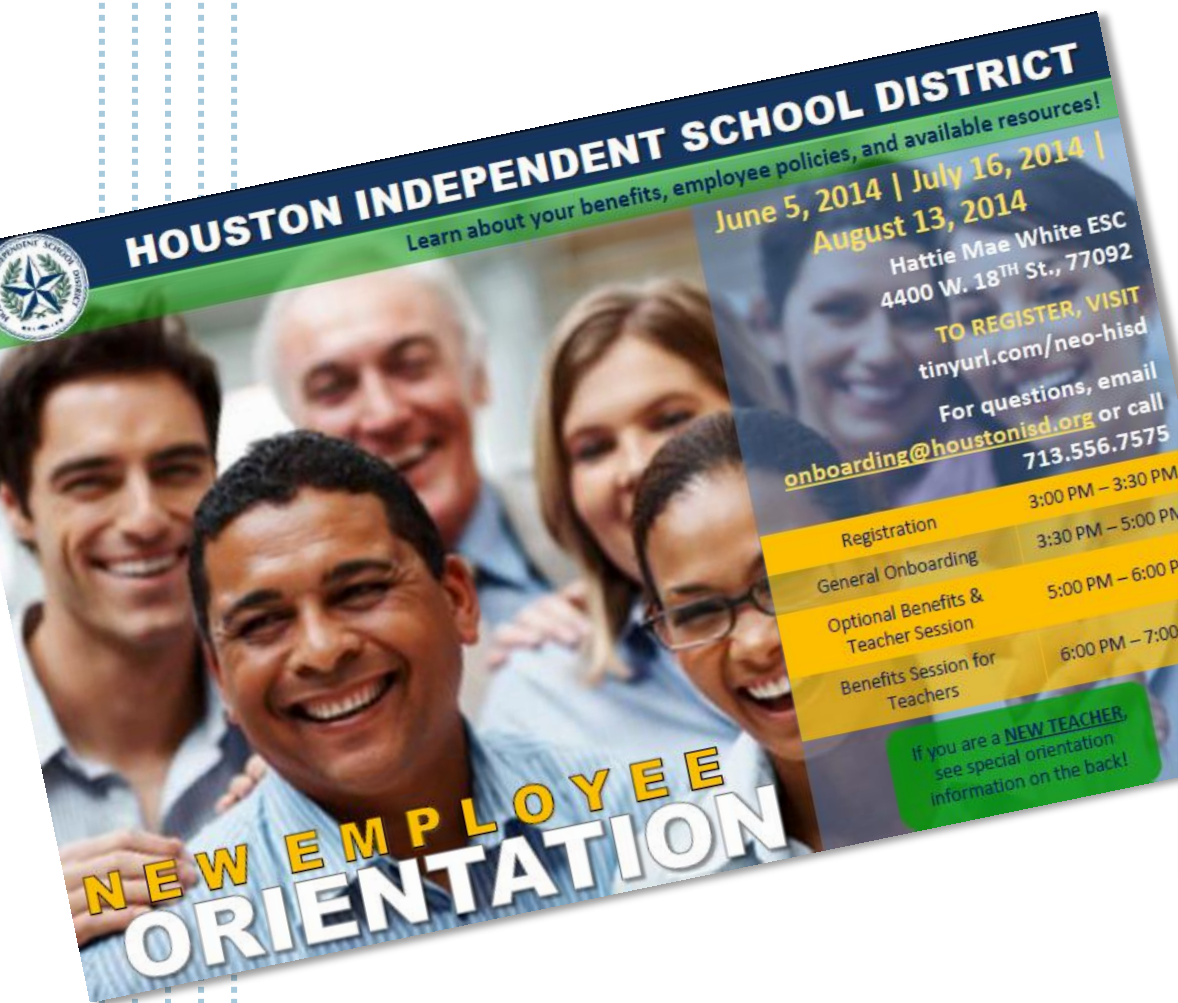
What is the difference between state and local days?

How do you navigate the HISD Portal?

What type of professional development is available to you?

Where do you find the employee policies?

What are the retirement plans available to you?



HOUSTON INDEPENDENT SCHOOL DISTRICT
Learn about your benefits, employee policies, and available resources!

June 5, 2014 | July 16, 2014 | August 13, 2014
Hattie Mae White ESC
4400 W. 18TH St., 77092

TO REGISTER, VISIT
tinyurl.com/neo-hisd

For questions, email
onboarding@houstonisd.org or call
713.556.7575

Registration	3:00 PM – 3:30 PM
General Onboarding	3:30 PM – 5:00 PM
Optional Benefits & Teacher Session	5:00 PM – 6:00 PM
Benefits Session for Teachers	6:00 PM – 7:00 PM

If you are a **NEW TEACHER**, see special orientation information on the back!

NEW EMPLOYEE ORIENTATION

**Come to
New
Employee
Orientation!**

**July 16th
August 13th**

NEW TEACHER ACADEMY

Kick off the 2014-2015 school year right with HISD's New Teacher Academy! This summer, HISD will host a week-long professional development opportunity for all new teachers!

register now

July 28, 2014 - August 1, 2014*

Register now at: www.houstonisd.org/newteacheracademy

* Exact dates will vary based on years of experience. Visit registration site for more information.



Q & A Session



One-on-Ones