

## EMPLOYEE ORIENTATION – New Employee Checklist

The Online Employee Orientation covers the "need to know" items as a new District Employee and must be completed prior to working at any worksite in the District. Once on the job, there are other items you will be required to complete as a new employee. For more information regarding those items, please view the Next Steps items, below.

### Next Steps - New Employee Checklist

- Benefit Election Choices for Health, Dental, and/or Vision Insurance
- HBV Provider Authorization form (if required for your position)
- Employee Information Exemption from Public Records form
- Direct Deposit and W-4 information
- E-Learning courses - Mandatory New Employee Training (within 30 calendar days of your start date)
- External course - Department of Child & Families Child Abuse & Neglect course (<http://www3.fl-dcf.org/RCAAN/>)
- FRS Retirement Plan Choice

### Next Steps - Checklist Details

#### **Benefit Election Choices for Health, Dental, and/or Vision Insurance**

All Benefit Elections are made via the **My Benefits tile** in PeopleSoft. Please view the Alex - Interactive Benefit Tool/Checklist before getting started.

- Benefit Enrollment
- 1095-C Consent
- Dependent Verification
- Health Rewards
- Tobacco Surcharge
- Retirement Savings – Quick Enroll Plan (b)

#### **HBV Provider Authorization form**

This form will only appear if it is required for your position. It must be completed via the **My Benefits tile** in PeopleSoft. If the form is listed under *Benefits Summary* on the left side, you must either accept or decline this benefit. To complete this step:

- Select Hepatitis B Vaccination Accepted, or Hepatitis B Vaccination Refused.
- If you've Accepted, click on the HBV Provider Authorization form and print two copies.
- Regardless of your choice, you must click Submit Electronic Signature.

#### **Employee Information Exemption from Public Records form**

This form must be completed via the **My Personal Information tile** in PeopleSoft. To complete this step:

- On your **My Personal Information** page, verify that all personal information is correct.
- Ensure a personal cell phone number and/or email address is listed in your **Personal Details** as this is needed for password resets for validation purposes.
- Under the **Public Record Exemption** section, select the appropriate choice and click *SAVE*.

#### **Direct Deposit, W-4 information, and New Employee Payroll Guide**

New Employees should enroll in Direct Deposit and update their tax information (W-4) via the **My Payroll and Compensation tile**. To complete these steps:

- Click on the Direct Deposit menu item and update your information.
- Click on the W-4 Tax Information menu item and update your information and click Submit.

#### **Mandatory New Employee Training**

As a new employee, you are required to complete specific Mandatory Training courses within thirty (30) days of your scheduled start date. You will be able to view the Mandatory Training course list on the **New Employee Mandatory Training website** once you are officially in your District position.

#### **FRS Retirement Plan Choice**

New regular employees will need to submit their FRS Retirement plan choice by 4:00 pm on the last business day of the 8th month after their month of hire. For more information, please visit the **FRS Retirement Plan Choice website** from the District Hub once you are officially in your District position.