River Valley School District
New Hire Paperwork and Setup Guide

Welcome to River Valley! This document is an overview of the materials presented to you and what forms need to be completed and returned, and the systems and programs available to you.

INITIAL PAPERWORK	
Background Check	Completed at time of interview or included in New Hire Packet in Frontline. Social security number and date of birth required. Complete and submit/return.
Contract	One copy is signed and returned to HR, one copy for your records
Job Description	Sign and return the job description. This will also be part of the VECTOR training series. A training series link will be sent via email before the start of the school year.
Employee Handbook	Employee Handbook is available online to review. You will sign an initial acknowledgment after you review the online document, and it will also be part of the VECTOR training series at the beginning of each school year.
Employee Physical/TB Risk	Complete the risk assessment and then take both forms to the school nurse. There is no need for a physical or signature by a physician unless indicated by the school nurse.
Hepatitis B Form	Accept or decline and return this form. If you decide to get the vaccine, the district will pay for it.
Mentor Assignment	You will be assinged a mentor and meet with them usually no later than the New Employee Training Day.
DPI Licensure	We can access your licensure online. If your situation requires emergency licensure or licensure with stipulations, you will need to meet with Human Resources to complete the paperwork. Assistants will apply for a Special Education Program Aide License.
New Hire Orientation	Short presentation as a reminder of what we covered in person, and more!
PAYROLL FORMS - Sent through Frontline Central and can be completed in the online portal	
I-9 Form	Complete and either upload the proper identification in Frontline or bring it with you when you meet with HR
W-4 Form Federal Withholding	Complete and submit/return
WT-4 Form State Withholding	Complete and submit/return
Race-Ethnicity Form	Required to send information to DPI. Complete and submit/return.
Voluntary Pay Period Request Form	Select 20 or 24 pays. Submit/return.
Direct Deposit	Complete and submit/return
BENEFIT FORMS	
Health Insurance	Form to enroll or decline coverage must be returned. Enrolled employees will receive ID cards via USPS and can also set up a Mychart account to print cards and find in-network services online.
HSA Contribution Form	Optional form to make pre-tax payroll contributions to your HSA account. Not applicable if you do not enroll in our health insurance.
HSA Bank Account Setup	New employees enrolled in health insurance will have HSA Bank accounts set up and the initial contribution is usually available by September 10. Please note that there may be additional information for the employee to provide directly to HSA Bank. Cards will be mailed to the employee from HSA Bank and you can create access your HSA account online.
Dental & Vision	Select to enroll or decline and return the form. ID cards will be mailed to the employee. Set up an account through Delta Dental and print dental and Eye Med vision cards online.

BENEFIT FORMS (CONTINUED)	
Long Term Disability	Automatic enrollment for eligible employees, working over 600 hours.
Short Term Disability	Select to enroll or decline/waive and return the form. Enrollment after 30 days of start of employment requires an Evidence of Insurability Form.
Wisconsin Retirement System	Automatic enrollment for eligible employees. Required % contribution with employer match. Contribution rate can change annually.
Variable Trust WRS	Optional. If WRS eligible, enroll directly with ETF.
State Life Insurance	Available to WRS eligible employees. Select to enroll or decline/waive and return the form. Enrollment after 30 days of start of employment requires an Evidence of Insurability Form.
FSA - Dependent Care	Optional. Pre-tax contributions to an Flexible Spending Account for dependant care only. Cannot be used for health expenses.
403b Annuities	Optional. If interested in making pre- or post-tax contributions, please contact one of the providers from our list and return the contribution form to HR. Contributions are taken out both payroll checks during the month and sent to the annuity company at the end of each month. There is no employer contribution.
SYSTEM SETUP TASKS	
Skyward Setup Student Access	If applicable you will be given access to our Skyward Student system. This is used mainly for attendance and grades.
ClassLink Network/Windows accounts Skyward Employee Access DUO Authentication email	Instructions will be sent to your personal email address to set up your Windows, Google, and email accounts, DUO multi-factor authentication, and Skyward Employee Access. Skyward Employee Access is used for payroll and personal information, check history and W2 information, and time off.
Skyward Purchasing Group	Skyward Finance (same login screen as Employee Access) is used for purchase requisitions. In Skyward Finance, click the down arrow next to the Home button and choose Finance Management. Contact Gwen Gorman with questions.
Frontline Access	Frontline Central is used for completing HR paperwork or requesting changes to your existing settings. Frontline Absence Management is for requesting a substitue when you request time off. Link to login is on the Staff Tools > ClassLink page on the district website.
Mandatory Trainings (Vector and KnowBe4)	You will receive an email with a link to complete mandatory training through Vector Training Solutions (formerly Safe Schools) and KnowBe4. Required training is not limited to: employee handbook, job description, bloodborne pathogens, mandatory reporting, various health related training modules. KnowBe4 will cover Cyber Security.
Back To School Email	In your school email, you will receive information about the New Staff Welcome event and Back to School and Inservice information.
Emergency Contact and Skylert Information	At the beginning of each school year, you will receive an email with a link to a Google form to indicate your emergency contacts and your own health information. The school nurses will have access to this information. You will also receive a link to fill out how you would like to be notified of weather and emergency events via Skylert.
Timesheets	Support Staff will receive an email each pay period with a link to a timesheet to fill out and turn in via Google Classroom. Google Classroom is in also available via the ClassLink page as well as the waffle in Google product windows.
Frontline Service Management (formerly Accelify)	If you are designated as a person to do Medicaid billing, you will be given access and training in Frontline Service Management. FSM does not link to our other Frontline Services yet, so you will be provided with the link and login information by Elly Schram.

FACILITIES ACCESS	
Keys / FOB	You will receive your keys and FOB from your school's office.
Email Lists/Groups	The building secretary will assign you to the applicable email groups and lists.
Telephone Extension / Voicemail	Telephone extension and voicemail setup will be provided to you at the new staff welcome event. There are phones in each classroom
Copier Code	Your copier code will be one of the first emails you receive. Be sure to look for it when you set up your email. There are three ways to access your Secure Print jobs on the copier - FOB, copier code, or your username and password.
Chromebook	You will be issued a chromebook for your use.
Lunch Account PIN	School Lunch can be purchased via cash, or through your school lunch account. Deposits can be made to Gwen in district office. She will also issue you a PIN number to use at the lunch register. At the ELC and Elem, notify the office if you plan to eat school lunch. Notification is not necessary at the MS or HS.