



Croton-Harmon Union Free School District  
10 Gerstein Street  
Croton-on-Hudson, New York 10520

DISTRICT OFFICE: 914-271-4713 ext. 4210

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## Employee Packet Checklist:

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The completion of the following forms is mandatory and must be returned to [Risa.Ross@chufsd.org](mailto:Risa.Ross@chufsd.org) 914-271-4713 ext. 4210.

- [Employee Payroll Data Sheet](#)
- [Form I-9, Employment Eligibility Verification](#) (Must bring 2 original ID's to the District Office. See a list of Acceptable Documents on page 3)
- [2020 Form W-4 Federal Tax Withholding](#)
- [2020 Form IT 2104 State Tax Withholding](#)
- [OMNI 403\(b\) New Hire Information Packet](#)
- [OMNI 403\(b\) Universal Availability Notice](#)
- [OMNI Group \(Optional\)-Salary Reduction Agreement Form 403b](#)
- [EEO-5 Self Identification to Report](#)
- [Direct Deposit](#)
- [Retirement Acceptance/Declination Form](#)
- [NYS \(ERS\) Employees Retirement System Form](#) (Mandatory for 12 month full-time civil service positions-optional for part-time employees)
- [NYS \(ERS\) Employee Retirement Retirement System Death Benefit \(Beneficiary\)\\*](#)
- [NYS \(TRS\) Teachers Retirement System Form](#) (mandatory for full-time teachers and leave replacements working through End of the Year -Optional for Part time Teachers)
- [NYS \(TRS\) Teacher Retirement System Designation of Beneficiary Form](#)
- [New Employee Additional Information Form](#)
- [Rates of Pay Acknowledgement Form](#)
- [Rates of Pay 2020-2021](#)
- [Acceptable Use Policy](#) For all users of District computers/electronic/digital devices and internet.  
[4526-E.1 Acceptable Use Contract](#)
- [Approved Calendar from Superintendent of Schools](#)
- [School Calendar 2020-21 \(Single Page\)](#)
- [Payroll Schedule 2020-21 Fiscal School Year](#)
- [Health Insurance Declination - Aides, monitor, all substitutes](#)