



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

DISTRICT OFFICE: 914-271-4713 ext. 4210

Employee Packet Checklist:

The completion of the following forms is mandatory and must be returned to 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)
- [2021 Form W-4 Federal Tax Withholding](#)
- [2021 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 2021-2022](#)
- [Acceptable Use Policy](#)
For all users of District computers/electronic/digital devices and internet.
 - [4526-E.1 Acceptable Use Contract](#)
- [Approved 2021-2022 Calendar from Superintendent of Schools](#)
- [School Calendar 2021-22 \(Single Page\)](#)
- [Payroll Schedule 2021-22 Fiscal School Year](#)
- [Health Insurance Declination 2021-2022 \(for eligible employees only\)](#)
- [Health Insurance Memo/Questionnaire 2021-2022 - Aides, monitor, all substitutes](#)
- [Health Insurance Memo/Questionnaire 2021-2022 - Bus Drivers and bus attendants](#)
- [Health Insurance Memo/Questionnaire 2021-2022 - Bus Dispatchers](#)
- [K12 Employee Information Form](#)