



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 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](#)
- [K12 Employee Information Form](#)