



# New Employee Checklist

**INSTRUCTIONS:** This document serves as a guide to assist you with completing onboarding paperwork, enrollment and system access.

PRIOR TO EMPLOYMENT	
<input type="checkbox"/> Review Morgan County website: <a href="http://www.morgan.k12.ga.us">www.morgan.k12.ga.us</a>	Review information that will be helpful to you and enable you to begin contributing right away (i.e. System's Annual Report, Employee Handbook, School Calendar, Employee Benefits, etc.)
<input type="checkbox"/> Confirm your position details (e.g. salary, job expectations)	This information will be included on one or more of the following documents: <input type="checkbox"/> Offer Letter <input type="checkbox"/> Teaching Contract of Employment (within first 60 days of employment) <input type="checkbox"/> Job Description
<input type="checkbox"/> Complete the Pre-employment process	Pre-employment instructions are located on the New Employee website at <a href="http://www.morgan.k12.ga.us/departments/human-resources/new-employee">http://www.morgan.k12.ga.us/departments/human-resources/new-employee</a> <input type="checkbox"/> Complete the online New Hire Registration Form. <input type="checkbox"/> Complete the Criminal Background Check & Fingerprinting process. <input type="checkbox"/> Submit employment verification forms to previous employer. <input type="checkbox"/> Complete the TKES/LKES/Contributing Professional Release form (To be completed by TEACHERS/ADMIN/PARAPRO if transferred from another county school system)
<input type="checkbox"/> Complete New Hire Forms in soft docs	<b>Within 24 to 48 hours of completing the New Hire Registration Form</b> , you will receive an email from <i>Softdocs</i> with log in instructions to include username and password. Once logged in, the following forms are to be completed and submitted: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> I-9  <input type="checkbox"/> Oath of Allegiance  <input type="checkbox"/> Lawful Presence  <input type="checkbox"/> Employee Info Sheet  <input type="checkbox"/> Emergency Contact  <input type="checkbox"/> GA New Hire Reporting Program             </div> <div style="width: 50%;"> <input type="checkbox"/> Employee IT Request  <input type="checkbox"/> 1095 Opt in- Opt Out  <input type="checkbox"/> W2 Opt in- Opt Out  <input type="checkbox"/> Direct Deposit Signup  <input type="checkbox"/> G4  <input type="checkbox"/> W4             </div> </div>
FIRST WEEK OF EMPLOYMENT (CONTRACT DATE)	
<input type="checkbox"/> Book an online appointment with Human Resources within the <b>first three</b> days of your <b>employment date</b> . Note: This is required for teachers that do not attend the New Teacher Orientation at the beginning of the school year; and all other employees.	Go to the Book an appointment with HR website. Bring with you the following to the appointment/orientation: <input type="checkbox"/> Valid government issued identification (see I-9 document) <input type="checkbox"/> PSC Certification Application (if applicable) <input type="checkbox"/> Employee Handbook Acknowledgement Form <input type="checkbox"/> Signed Offer letter <input type="checkbox"/> TKES/LKES/Contributing Professional Release form (if applicable)
<input type="checkbox"/> Benefits Election	You <b>can enroll within 31 days of your employment</b> or your benefits eligibility date. Benefits are effective on the first day of the month following your start date. For more details, visit the Benefits website on the HR webpage.
<input type="checkbox"/> Login to your computer and email account	<b>Within 24 to 48 hours</b> of Board approval, you will have access to log into you Morgan County email account and other systems (thin client computers, Infinite Campus, Clever, etc.) <b>EMAIL ACCOUNT:</b> We use Google for email. To access your email, go to <a href="http://www.gmail.com">www.gmail.com</a> and type in your username@morgan.k12.ga.us and your password: <b>Morgan123</b> . The username format is firstname.lastname. If you have a name longer than 20 characters, letters will be truncated from the end to create a username that is 20 characters. <b>COMPUTER LOGIN:</b> The first time you log in to a computer on the school system's network, use <b>Morgan123</b> for the password. You will be required to change your password. <b>AESOP Absence Management System:</b> You will receive a Welcome email to your Morgan Email Account with login information. For more details about AESOP, please visit the Absence Management website on the HR website.
First 30 Days of Employment	
<input type="checkbox"/> Complete the Required Training	As a new employee, you are required to complete state-mandated training. Follow the instructions on the Required Compliance training website.

If you have any questions regarding your new hire paperwork, please contact the Human Resources or Payroll Department at 706-752-4600.