

DAWSON New Employee Onboarding Checklist

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

Action	Details												
<input type="checkbox"/> Review Dawson County Website: www.dawsoncountyschools.org	Review information that will be helpful to you and enable you to begin contributing right away (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: <ul style="list-style-type: none"> • Teaching Contract of Employment • Job Description • Estimated/Projected Salary 												
<input type="checkbox"/> Complete New Hire Forms in SoftDocs	After you complete the New Hire Registration form, you will receive an email from SoftDocs to include username and password. Once logged in, the following forms are to be completed and submitted: <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> I-9</td> <td><input type="checkbox"/> Employee IT Request</td> </tr> <tr> <td><input type="checkbox"/> Oath of Allegiance</td> <td><input type="checkbox"/> Race Ethnicity Form</td> </tr> <tr> <td><input type="checkbox"/> Lawful Presence</td> <td><input type="checkbox"/> Employee Info Sheet</td> </tr> <tr> <td><input type="checkbox"/> Direct Deposit Sign Up</td> <td><input type="checkbox"/> G4</td> </tr> <tr> <td><input type="checkbox"/> Emergency Contact</td> <td><input type="checkbox"/> W4</td> </tr> <tr> <td><input type="checkbox"/> GA New Hire Reporting</td> <td><input type="checkbox"/> SSA1945-If applicable</td> </tr> </table>	<input type="checkbox"/> I-9	<input type="checkbox"/> Employee IT Request	<input type="checkbox"/> Oath of Allegiance	<input type="checkbox"/> Race Ethnicity Form	<input type="checkbox"/> Lawful Presence	<input type="checkbox"/> Employee Info Sheet	<input type="checkbox"/> Direct Deposit Sign Up	<input type="checkbox"/> G4	<input type="checkbox"/> Emergency Contact	<input type="checkbox"/> W4	<input type="checkbox"/> GA New Hire Reporting	<input type="checkbox"/> SSA1945-If applicable
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<input type="checkbox"/> Book an online appointment with Human Resources within the first THREE days of your employment date. 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.	To book an online appointment, refer to the Onboarding section on the New Employee website at: http://dawsoncountyschools.org/for_staff Please bring the following items with you to your appointment/orientation: <ul style="list-style-type: none"> <input type="checkbox"/> Two Forms of Valid Government Issued ID (see I-9 Document) <input type="checkbox"/> Routing & Account Number for Direct Deposit <input type="checkbox"/> Employee Handbook Acknowledgement Form 												
<input type="checkbox"/> Benefits Election: Book an online appointment with the Benefits Department within the first THREE days of your employment date.	You can enroll within 31 days of your employment OR your benefits eligibility date. Benefits are effective on the first day of the month following your start date.												
<input type="checkbox"/> Login to your computer and email account	Within 24 to 48 hours of Board Approval, you will have access to log into your Dawson County email account and other systems (PowerSchool, Schoology, Classworks). EMAIL ACCOUNT: We use Google for email. To access your email, go to www.gmail.com and type in your username@dawson.k12.ga.us and your password. 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. Your initial password will be Dawson17 COMPUTER LOGIN: The first time you log in to a computer on the school system's network, use <i>dawson2015</i> for the password. You will be required to change your password at the initial login.												