



Melrose Public Schools Administrative Offices

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PAYROLL & PERSONNEL DEPARTMENT – CHECKLIST FOR NON-PROFESSIONAL STAFF

<u>PAYROLL FORMS:</u>	<u>BENEFITS:</u>
<input type="checkbox"/> CORI Request Form (Must be accompanied by Drivers License) <input type="checkbox"/> Direct Deposit Form (Must be accompanied with a voided check) <input type="checkbox"/> Employee Emergency Information Sheet <input type="checkbox"/> Employee Information Sheet <input type="checkbox"/> Form I-9 Employment Eligibility Verification (Please see list of Acceptable Documentation to accompany verification form.) <input type="checkbox"/> Form M-4 (State Income Tax) <input type="checkbox"/> Form SSA-1945 (Social Security) <input type="checkbox"/> Form W-4 (Federal Income Tax) <input type="checkbox"/> Municipal Retirement Form (19 hours or More per week) <input type="checkbox"/> Receipt of Sexual Harassment Policy (Must be signed.) <input type="checkbox"/> VALIC Form - OBRA Retirement Fund (19 hours or less per week)	<u>HEALTH INSURANCE ENROLLMENT FORMS</u> <u>Harvard Pilgrim Plans</u> <input type="checkbox"/> Independence Plan <input type="checkbox"/> Primary Choice <u>Tufts Plans</u> <input type="checkbox"/> Navigator <input type="checkbox"/> Spirit <u>Unicare Plans</u> <input type="checkbox"/> Basic with CIC <input type="checkbox"/> Basic w/o CIC <input type="checkbox"/> Community Choice <input type="checkbox"/> Indemnity Plan Plus <u>Fallon Plans</u> <input type="checkbox"/> Select Care <input type="checkbox"/> Direct Care <input type="checkbox"/> <u>Neighborhood Health Plan</u> <input type="checkbox"/> <u>Health New England Plan</u> <input type="checkbox"/> <u>Cafeteria Plan (Pre-Tax Insurance)</u> <u>You must enroll within the first 30 days of employment</u>
<u>PERSONNEL FILE:</u> <i>If you have not already sent in the items listed below, please make sure to bring them the day of orientation along with your signed letter of appointment. Thank you.</i>	
<input type="checkbox"/> Resume <input type="checkbox"/> Transcripts <input type="checkbox"/> Letters of Reference <input type="checkbox"/> CORI Form with Drivers License <input type="checkbox"/> Copy of Certification	<u>LIST OF ACCEPTABLE DOCUMENTATION:</u> <ol style="list-style-type: none"> 1. A state issued driver's license or state-issued I.D. card with a photograph 2. An original social security card 3. In lieu of #1 and #2 you may bring in a United States Passport OR Certification of United States Citizenship OR a Certificate of Naturalization.

If you have any questions, please contact Judy Connors in the Payroll and Personnel Department at 781-462-3268 for assistance.