



Melrose Public Schools Administrative Offices

360 LYNN FELLO PARKWAY, MELROSE, MA 02176

Telephone: (781) 662-2000 V/TTY
FAX: (781) 979-2285

JOSEPH F. CASEY
Superintendent of Schools
Email: jcasey@melrose.mec.edu

GREGORY ZAMMUTO
Business Manager
Email: gzammuto@melrose.mec.edu

PAYROLL & PERSONNEL DEPARTMENT – CHECKLIST FOR SUBSTITUTE TEACHERS

PAYROLL FORMS:

- Application
- CORI Request Form (Must be accompanied by Drivers License)
- Direct Deposit Form (Must be accompanied with a voided check)
- Employee Emergency Information Sheet for Coaches
- Employee Information Sheet
- EPIMS Form
- Form I-9 Employment Eligibility Verification (Please see list of Acceptable Documentation to accompany verification form.)
- Form M-4 (State Income Tax)
- Form SSA-1945 (Social Security)
- Form W-4 (Federal Income Tax)
- Receipt of Sexual Harassment Policy (Must be signed.)
- VALIC Form - OBRA Retirement Fund

PERSONNEL FILE: *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.*

- Resume
- Transcripts
- Letters of Reference
- CORI Form with Drivers License
- Copy of Certification

LIST OF ACCEPTABLE DOCUMENTATION:

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.