

NEW EMPLOYEE PAPERWORK

Payroll Forms: (www.barron.k12.wi.us – Staff/District Forms/Payroll Forms)

- _____ W-4 Form
- _____ New Hire Reporting
- _____ I-9 Form (*must have driver's license and social security card for verification, payroll dept. will need to copy.* If you cannot bring this form and identification to the district office, this form will need to notarized.)
- _____ Direct Deposit Form with either voided check or deposit slip

Other Forms: (www.barron.k12.wi.us – Staff/New Employee Information)

- _____ Employee Physical Form (follow directions on cover letter)
- _____ Review Blood Borne Pathogens Presentation (complete the BBP Quiz and return to Jill Kuhrt as an attachment: kuhrtj@barron.k12.wi.us)
- _____ Review Mandatory Reporting of Child Abuse and Neglect Video
On the DPI website: <http://www.dpi.wi.gov/sspw/can.html>
(Complete the certification after watching the video. Save the certificate and submit electronically to Jill Kuhrt as an attachment: kuhrtj@barron.k12.wi.us)
- _____ Blue New Employee Sheet
- _____ Copy of teaching license and/or special education program aide license
- _____ Student Privacy Agreement
- _____ Hepatitis B Vaccine Sheet

Employee Portal and Payroll Information:

For your first payroll, you will receive a live payroll check that will be mailed to you for you to cash. This process is used to verify that all direct deposit information is correct. On your paycheck it will indicate your **employee number**. You will need this employee number to register for the New Employee Portal (see instructions below). The Employee Service Portal is where you will access all of your payroll information from this point forward.

Employee Portal Set up Instructions

- Go to the BASD website: www.barron.k12.wi.us
- Click on the STAFF link
- Click on the New ESP Employee Service Portal link
- The first time you need to click on Create an Account
- Follow the instructions to create your login – you will need your employee number, email address, and to create a password
- After the initial set up, to access your employee portal all you will have to do is sign in