

Warren ISD

New Employee Checklist

Enclosed you will find information regarding the benefits available to you as a full-time employee of Warren ISD. Please review the enclosed information and return **Section One** information to the personnel office prior to your first day of employment and the **Section Two** information no later than 14 days from your first scheduled workday.

TRS ActiveCare/Aetna provides a comparison of the health insurance plans available to you and it is posted on the Warren ISD website. You can view the comparison by visiting select the "Staff" link at the top of the page then "Payroll & Benefits" then select "TRS ActiveCare/ Aetna Website." The Warren ISD website is also where the TRS ActiveCare/Aetna health insurance enrollment guide is posted. TRS ActiveCare/Aetna insurance enrollment is processed through our Third Party Administrator, East Texas Employee Benefits Cooperative.

East Texas Employee Benefits Cooperative is also our Administrator for all supplemental insurance policies such as Dental, Vision, Disability, Cancer, Life, AD&D, Accident, Critical Illness, ID Watchdog, Flex Medical Spending Account and Texas Permanent Life. A complete enrollment guide for all supplemental insurance is posted on the Warren ISD website under the Staff/Payroll & Benefits Link. You will need to either enroll or decline insurance coverage through their website, there is a quick start guide included with your new hire paperwork that will walk you through the enrollment process. If you are declining coverage, you must still electronically submit a declination form through the East Texas Employee Benefits Cooperative website.

In addition to health insurance coverage, you are also eligible for Teacher Retirement System of Texas, District Paid Life Insurance, Family Medical Leave (Eligible after one year of employment) and a credit Union Membership with Education First FCU.

As a new employee of the District you will have **31 days** from your first day of employment to enroll in or decline insurance coverage. If you decline insurance coverage you will not be eligible for coverage again until September 1st, the beginning of the new plan year unless you experience a special enrollment event as outlined in the enrollment guide. Please contact Nancy Morvant in the Warren ISD Payroll/Business Office at (409) 547-2241 if you have any questions.

The following items must be turned into Sherry Mitchell prior to your first day of employment:

Section One

- ❖ Signed Contract (Professional Employees)
- ❖ Teaching Certificate (With Correct Name) or
 - Alternative Certification Plan
- ❖ Official Transcript with College Seal and Degree
- ❖ Complete Service records from Prior District if any
- ❖ TEA Examination Score results
- ❖ Proof of Fingerprinting
- ❖ Oath of Office
- ❖ Copy of Driver's License
- ❖ Copy of Social Security Card
- ❖ Completed I-9 Form
- ❖ Workers Comp Form 156
- ❖ Drug Program Form

Please sign and return these forms to Sherry Mitchell or Nancy Morvant in the Administration Office within 14 days of employment:

Section Two

- Direct Deposit Form
- W-4 Tax Withholding Worksheet
- I have used the enclosed "New Hire Enrollment Quick Start" to either enroll in or waive insurance coverage (All employees must either enroll in or decline coverage online)
- Statement Concerning Your Employment in a Job Not Covered by Social Security
- COBRA Information Summary

Employee Signature _____ **Date** _____