



Port Jervis

CITY SCHOOL DISTRICT

Pursuing excellence at every level. Everyday.

Administrative Office
Attn: Personnel
9 Thompson St.
Port Jervis, New York 12771
District Office Tel 845-858-3100

New Employee Paperwork

Congratulations and welcome to the Port Jervis School District! Please complete the following new employee documentation and return to:

Administrative Office
Attn: Jessica Ellsworth,
Personnel Assistant
9 Thompson St.
Port Jervis, New York 12771

Enclosed you will find the following Personnel and Payroll documents:

Personnel

- Fingerprint instructions (where applicable)
- Employee Eligibility Verification (I-9)
- Ethnicity Form
- Automated Emergency Phone System Form
- In Case of Emergency (ICE) Form
- Oath of Allegiance

Payroll

- Employee Withholding Allowance Certifications (W4 & IT-2104)
- Direct Deposit Authorization Form
- Pay Period Election Form
- Retirement System Declaration
- Retirement Registration
- OMNI 403 (b) Flex Form

I, _____ have been given and completed a copy (if applicable) of the above new employee documentation.

Signature

Date