



Greenville County Schools – New Employee Sign-up Checklist (Substitutes)

It is your responsibility to print and complete all required paperwork PRIOR to attending your sign-up meeting. Print and complete this checklist and bring with all required paperwork to the sign-up meeting. Please review requirements carefully.

You CANNOT begin employment without completing and providing ALL required documents.

Your Name _____

_____ W-4 Form - completed

_____ Direct Deposit Application - completed
MUST ATTACH A VOIDED CHECK (checking account)
If using a Savings Account, you must have a letter on bank letterhead containing the Federal Reserve ID number, account number, and routing number

_____ Emergency Contact Form - completed

_____ TB Test **MUST** be done within past 12 months
_____ **MUST** bring DHEC Form completed by doctor
OR documentation from doctor with date and results

_____ I-9 Employment Eligibility Verification
_____ **I-9 FORM COMPLETED**
_____ Two **ORIGINAL** acceptable documents
(see I-9 Form for approved list)
(Photocopies are no longer accepted)

_____ E-Verify Employment Eligibility Verification/Payroll
_____ **ORIGINAL** Social Security Card
(this can serve as one I-9 document)
(Photocopies are no longer accepted)

_____ Benefits enrollment will require birth date and social security numbers for dependents/beneficiaries

_____ Copy of **CURRENT** teaching certificate or proof of application for SC teaching certificate