

New Hire Checklist

It is your responsibility to print and complete all required paperwork **PRIOR** to attending your orientation. Print and complete this checklist and bring it with all required paperwork to the new employee orientation. Please review requirements carefully.

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

Name: _____

Orientation Date: _____

- _____ DHEC Form 1420 with TB results
- _____ I-9 Employment Eligibility Verification Form (complete the top portion only)
MUST BRING TWO ORIGINAL ACCEPTABLE DOCUMENTS -see I-9 list of acceptable documents – copies are not accepted
- _____ W-4 Form (Employee Withholding Allowance)
- _____ Employee Handbook Signature Form
(you may view the Employee Handbook on the District's Intranet)
- _____ EEOC Form (voluntary)
- _____ Direct Deposit Form – With Voided Check
- _____ Original social security card – copies are not accepted

Form W-4 (2012)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2012 expires February 18, 2013. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity

income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2012. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. The IRS has created a page on www.irs.gov for information about Form W-4, at www.irs.gov/w4. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted on that page.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	<u> </u>
B	Enter "1" if: { <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	<u> </u>
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	<u> </u>
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	<u> </u>
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	<u> </u>
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	<u> </u>
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three to seven eligible children or less "2" if you have eight or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child	G	<u> </u>
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H	<u> </u>
	For accuracy, complete all worksheets that apply. { <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 		

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold; text-align: center;">2012</div>
1 Your first name and middle initial	Last name	2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 <u> </u>
6 Additional amount, if any, you want withheld from each paycheck		6 \$ <u> </u>
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7 <u> </u>
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

**ALL EMPLOYEES MUST READ, PRINT, SIGN THIS FORM, AND
RETURN TO YOUR SUPERVISOR**

CHARLESTON COUNTY SCHOOL DISTRICT
75 Calhoun Street, Charleston, SC 29401

EMPLOYEE HANDBOOK

Effective July 1, 2011

IMPORTANT NOTICE

REFERENCING A NEW LAW FOR SOUTH CAROLINA EMPLOYERS (SECTION 41-1-110), EMPLOYEES MUST BE AWARE THAT THE CHARLESTON COUNTY SCHOOL DISTRICT HANDBOOK DOCUMENT IS NOT A CONTRACTUAL OBLIGATION, EXPRESSED OR IMPLIED, BETWEEN CHARLESTON COUNTY SCHOOL DISTRICT (CCSD) AND IT'S EMPLOYEES. NOTHING IN THE CCSD HANDBOOK OR IN ANY POLICY MANUAL OF THE SCHOOL DISTRICT CONSTITUTES OR CREATES AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT; RATHER, THE CCSD HANDBOOK SHOULD BE UNDERSTOOD AS A BRIEF DESCRIPTION OF THE BENEFITS OFFERED BY THE DISTRICT AND AN OVERVIEW OF ITS POLICIES, PROCEDURES RULES AND CONTACT INFORMATION. EMPLOYMENT AT CCSD IS AT-WILL UNLESS AN EMPLOYEE HAS A SEPARATE WRITTEN EMPLOYMENT CONTRACT OR STATUTORY RIGHTS SPECIFIC TO THE EMPLOYEE'S POSITION OR TITLE. CCSD MAY TERMINATE THE EMPLOYMENT RELATIONSHIP WITH ITS AT-WILL EMPLOYEES AT ANY TIME, WITH OR WITHOUT CAUSE. CCSD MAINTAINS THE ULTIMATE RIGHT TO ESTABLISH POLICIES GOVERNING ITS WORKFORCE INCLUDING THE DETERMINATION OF METHODS AND PROCEDURES OF WORK, SIZE OF WORKFORCE, DUTIES AND HOURS OF EMPLOYMENT, COMPENSATION, EMPLOYMENT, DISCIPLINE, PROMOTION, AND THE RIGHT TO RELIEVE EMPLOYEES FROM DUTY. CCSD RESERVES THE RIGHT TO AMEND, ALTER AND MAKE EXCEPTIONS TO ALL DOCUMENTS. NO STATEMENTS BY EMPLOYEE, STAFF, OFFICER, OR AGENT OF EMPLOYER CAN CONTRADICT THIS DISCLAIMER. THIS HANDBOOK SUPERCEDES ALL PAST VERSIONS AND PUBLICATIONS.

Print name below:

I, _____, UNDERSTAND THAT THE DISTRICT'S HANDBOOK AND POLICY MANUAL ARE NOT CONTRACTS. IT IS MY RESPONSIBILITY TO ACCESS THE HANDBOOK VIA THE CCSD INTRANET OR REQUEST A PRINTED COPY FROM MY SUPERVISOR. I ALSO UNDERSTAND THAT I MUST READ AND UNDERSTAND THE POLICIES HEREIN APPLICABLE TO MY POSITION AND TO ABIDE BY THESE POLICIES AND REGULATIONS.

Employee Signature

Date

EEOC INFORMATION FORM
(Completion of this information is voluntary)

The Charleston County School District is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, gender, religion, national origin, marital status, age or disability.

Completion of this information is required for EEOC statistics and is, in no way, related to our application for employment. This information will be used for statistical purposes only and to identify the diversity of our staff. The information provided will not be included in your applicant file or in your personnel file.

Thank you for providing the requested information.

EMPLOYEE INFORMATION

NAME (as it appears on your social security card):

Last

First

Middle

ETHNICITY/RACE (Please check only one)

- American Indian or Alaskan Native (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American: (Not Hispanic or Latino) A person having origins in any of the black racial groups of Africa
- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander: (Not Hispanic or Latino) A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White (Not Hispanic or Latino) All persons who identify with more than one of the above five races.
- I prefer not to provide this information.

GENDER

- Female
- Male
- I prefer not to provide this information.

