

Lexington Public Schools
New Employee/Employee Transfer
Data Sheet

Employee Last Name: _____ First Name: _____

Address: _____

Telephone number: _____ Current email address: _____

Start Date: _____ Stop Date (if applicable): _____

Assignment/Job Title: _____

For Instructions: http://www.nde.state.ne.us/nssrs/Docs/STAFF_MANUAL_2_1_0.pdf

FTE	Building	Position Assigned Code	SPI Code	Subject Area Code	Grade Taught Code	Assigned Subject Code

Completed full credentialing program? Yes No
Endorsed Bilingual? Yes No

Endorsed ESL? Yes No

Source of funding: _____ (Program code or description such as general funds, Sped, Title I, specified grant)—If new employee is filling a vacancy, name of employee being replaced by new employee: _____

If Certified Employee—Please complete the following:				
Step	Column	ExtDuty1	ExtDuty2	ExtDuty3

If Classified Employee--Please complete the following:			
Salary Schedule Used	Step	Column	Starting Wage

Schedule Pattern: ___ 7:30 – 3:00 M-F
 ___ 7:00 – 4:00 M-F
 ___ Other: _____

--All step and column determinations subject to verification of transcripts or employment records--

Supervisor Signature: _____ (An email will be considered as "signed")

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-----Below line for office use only-----

Payroll Desk

- Copy of Drivers' license
- Copy of Social Security Card
- Background check permission form
- Background check cleared
- Student safety reference check form
- Information for I-9 and I-9 completed
- Insurance sign up information if necessary
- Retirement sign up information
- Life Insurance sign up or wavier signed
- W-4 completed
- Authorized Deduction Form
- HIPPA Form
- Voided check received
- Direct Deposit authorization form
- Add demographic information to DataTeam
- Add employee to timeclock
- Add employee to Attendance Enterprise
- Add demographic information to PowerSchool
- Arrange creation of email address
- Employee Handbook issued
- Add employee to Nebraska Newhire
- Temporary Employee Acknowledgement (if applicable)

Superintendent's Office

- Teaching Certificate—if certified
- Diploma(s)—if classified
- Contract issued if applicable
- Approved by School Board

Business Manager's Budget Impact Noted

- Coded to: _____
- Added to master employee roster
- Added to building or program budget