



New Hire Paperwork

Checklist

Questions? E-mail the district consultants at consultant@snoelibraries.org

I just hired a new employee for my library. What paperwork do they need to fill out?

- I-9: <https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf>
- IRS W-4: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>
- PA New Hires Form: Must be filed online through [PA Career Link: Report New Hires](#)
 - [PDF for reference](#)
- Clearances (See our Clearances FAQ for more information)
- Direct Deposit (if applicable)
- Retirement/Health Benefit Forms (if applicable)
- Copy of driver's license and insurance information (if applicable)
- Any other locally required paperwork/forms, such as Employee Handbook acceptance
- TIMS Registration (if not already in TIMS) - (Directors required; optional for all others, except for positions which may be required at the District Library Center)
<https://www.education.pa.gov/Educators/Certification/Application/UserGuides/Pages/default.aspx>
This will issue the director a PPID number necessary for acknowledging the director's certification and tracking their credits. This is a two part process: 1) To be set-up with a PPID, and 2) To submit transcripts to PDE in order to receive official certification level.

Talk with your accountant or bookkeeper about necessary forms/procedures that may affect your particular library. They are likely to have more up-to-date information. Talk with your district consultant about the director certification application, if necessary.