

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/derault.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.
aff	lk with your accountant or bookkeeper about necessary forms/procedures that may fect your particular library. They are likely to have more up-to-date information. Talk with ur district consultant about the director certification application, if necessary.
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Last Updated on 08/17/2023 | This information is provided to the best of our knowledge as of the date provided. Information is subject to change without notice. While authoritative, it is not guaranteed for accuracy or legalities. If there are questions, please reach out to your district consultant, who may encourage your library to ask a local solicitor/lawyer for further guidance.