

CANYON-OWYHEE SCHOOL SERVICE AGENCY
2024-2025 New Employee Checklist

Employee Name: _____

Please fill out and return the below listed paperwork by August 12, 2024

| Employee Forms | Completed |
|---|-----------|
| I-9 w/copy of Social Security Card & Drivers License | |
| W-4's - Federal & State | |
| Direct Deposit Authorization Form w/attached voided check | |
| Staff Data/Emergency Contact Form | |
| Race/Ethnicity | |
| Building Access Acknowledgment Form | |
| Personal Liability/Personnel Handbook Acknowledgment Form | |

| Insurance | Completed |
|--|-----------|
| Insurance Benefit Acknowledgement Form | |
| Employees-Waive-of-Coverage (*only if you are waiving Blue Cross Health Insurance) | |
| Blue Cross Enrollment Form | |
| RS115 - PERSI Beneficiary Designation Form | |
| Standard Insurance Beneficiary Designation Form | |
| Section 125 Interest Form | |

| Employee Background Check | Completed |
|--|-----------|
| Idaho State Poilice - Privacy Statement | |
| Background Investigation Check Form (SDE) | |
| Payroll Deduction Form - For Fingerprint Fee | |

| COSSA Education Association (CEA) | Completed |
|--|-----------|
| CEA Scholarship Payroll Deduction Form | |

| COSSA E-Mail Setup | Completed |
|---|-----------|
| E-Mail Account Setup and Established with Mandy Pascale | |
| E-Mail Account Added to Appropriate Mailing Groups | |

*All forms must be completed and turned in to the COSSA Human Resource Office before a payroll account can be setup.

Please contact Mandy Pascale at the COSSA Office 208-482-6074 Ext. 1023 or mandy@cossaschools.org