

CANYON-OWYHEE SCHOOL SERVICE AGENCY
2023-2024 New Employee Checklist

Employee Name: _____

Please fill out and return the below listed paperwork by August 10, 2023

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