







EMPLOYEE ON-BOARDING

- On-Boarding of new employees includes:
 - Review of Job Description
 - Review of Board Policies and Procedures
 - Review of Benefits
 - Collection of necessary personnel documents
 - Training on Employee Time Management System and Absence Reporting System
 - Training on Alabama Ethics Law
 - Other

EMPLOYEE ON-BOARDING

- Personnel and payroll must work closely together to ensure the employees' personnel and payroll records are accurate
 - Valid Certificates
 - Highest Degree
 - Advance Degrees during school year
 - Fingerprinting and Background checks
 - I-9 and E-Verify
 - New Hire Reporting
 - Employee Benefits
 - Employee Leave
 - Salary and supplements
 - Experience Verifications
 - Retirement
 - Tier 1/Tier 2
 - Insurance

EMPLOYEE EXIT

- Just as employees begin their employment process they also end employment.
- Should have a policies and procedures for ending employment.
- Policies and procedures will assist in maintaining safety, security, accountability and accurate payroll

EMPLOYEE EXIT

- o Employee exit procedures includes:
 - Forms
 - Checklist
 - Meeting with Supervisor and Personnel/Payroll
 - o Gain information beneficial to the system
 - o Deductions
 - o Final Check
 - o Insurance
 - o Sick Leave Bank
 - o Other payroll issues

THOMASVILLE CITY SCHOOLS
Employee Exit Form/Checklist

Employee Name _____ Employee No. _____
 Address _____
 Mobile Phone _____ Home Phone (if applicable) _____
 Personal e-mail address _____
 TCS Email Address _____ Password _____
 TCS Phone Voicemail Password (if applicable) _____
 TCS Mobile Phone Security Password (if applicable) _____
 I have changed my e-mail address in Employees Self-Service (ESS) to a personal e-mail address
 Yes _____ No _____
 (It is important that you change your e-mail address in ESS from your TCS e-mail address to a personal
e-mail address. Your TCS e-mail address will be deactivated upon your exit from TCS. In order for
 access your check stubs, W-2, leave and other payroll information, you must maintain a valid personal
e-mail address in ESS. You will have access to ESS after your employment ends with TCS.)

List of all Accounts and Passwords Related to Thomasville City Schools:

Account _____ Login _____ Password _____
 Account _____ Login _____ Password _____
 Account _____ Login _____ Password _____
 Account _____ Login _____ Password _____
 Account _____ Login _____ Password _____
 Account _____ Login _____ Password _____
 (If you have more accounts and passwords please list on additional sheet)

Works of Assignments _____

Pending Projects _____

Page 2: Employee Name _____ Employee No. _____

Inventory and other items submitted to Thomasville City Schools:

All Items on attached Inventory Sheet	Returned 2018	Returned 2017	Returned 2016
Account Books	_____	_____	_____
Faculties/Staff Forms	_____	_____	_____
Mobile Phone Accessories	_____	_____	_____
Laptop Accessories	_____	_____	_____
Other Accessories	_____	_____	_____
Bank Night Deposit Keys/Tags	_____	_____	_____
All School/Systems Facility Keys	_____	_____	_____

I certify that the above and attached information contained herein are true and correct.
 Employer's Signature _____ Date _____
 Principal/Supervisor's Signature _____ Date _____

 (NOTE: Please submit original to the Payroll Clerk at Board Office)
 To be completed by Board Office

Employee Termination Date _____ Board Approval Date _____
 Exit Reason: Retirement _____ Negotiation _____ Non-Renewal _____ Other (attach etc.) _____
 E-mail address changed to a personal e-mail in ESS: Date _____ Reason _____

Network/Email Access Inactivated (NACIS, IETS, Phone, other applications) Date _____
 Banking and Financial Access Inactivated (if applicable) (Date) _____
 Sick Days Used to Date _____
 Compensatory Hours Balance (if applicable) _____
 PERSHP Partial Termination (Date) _____

Inactivated/Removed from ASIXX Directory (Date) _____
 Page # Employee Name _____ Employee No. _____
 Inactivated/Removed from All and Kelly Service (Date) _____
 Final Paycheck Issued (Payroll Date) _____
 Employee Termination in Narrative (Date) _____
 Work Leave Days Accumulated At School Closure Name _____ Date _____
 Leave History Adjusted for SLL (Date Transferred) or used (Amount Accumulated) (Date) _____
 Payroll Clerk's Signature _____ Date _____
 Chief School Finance Officer's Signature _____ Date _____
Note: The original should be filed in the employee's personnel file.
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QUESTIONS???

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