

# FALLBROOK UNION HIGH SCHOOL DISTRICT

## Human Resources

### Memo

**To:** Limited Term Classified Employee  
**From:** Jean Proctor, Human Resources Technician  
**Subject:** Employee Packet and Paperwork

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Included in the list below is all the paperwork we will need back in order to process you as a new employee of the Fallbrook Union High School District.

**Reading Material-** Complaints Concerning School Personnel, Uniform Complaint Procedure, Drug and Alcohol-Free Workplace, Sexual Harassment Board Policies, Sexual Harassment Pamphlet, Penal Code-Child Abuse, Employee's Workers' Compensation Handbook, Employee Notification of Election of Personal Physician, School Year Calendar, Employee Handbook and Bloodborne Pathogens Booklet can be access at [www.fuhsd.net](http://www.fuhsd.net) by clicking on Departments, Human Resources, and then click on New Employees.

#### Required completed forms:

- Completed Live Scan Form (you will need to go to a Live Scan facility to complete the fingerprinting process, clearance will come via internet from the DOJ)
- Drug Test and TB (Please take the appropriate form with you to your appointment. Results will be sent directly to Human Resources.)
- Employee Ethnicity Identification
- Staff Emergency Information
- Employment Eligibility Verification (Social Security & Driver's License)
- W-4 Form
- Oath or Affirmation for Persons Employed by the District
- Child Abuse Reporting Requirement
- Employee Notice Workers' Compensation Benefits
- Employee Electronic Resources Agreement
- 3121 Beneficiary (Classified part-time/limited term Employee's Only)(Attach SSA-1945 form)
- PERS (Full Time Employee's Only)
- Healthy Workplaces/Healthy Families Act of 2014(AB1522)

**Optional Forms to return to the District-** Direct Deposit Authorization

Please contact with any questions at [jproctor@fuhsd.net](mailto:jproctor@fuhsd.net) or (760) 723-6332 extension 6493.

# **Paycheck Delivery Procedure**

- 1. Paychecks are issued the last working day of the month.**
- 2. Paychecks are received either by direct deposit in your account, or by pickup/mail. If checks are not direct deposited into your account, they will be available for pickup at your school site's main office until the end of the day.**

**On the following business day, checks will be sent out in the mail to your most recent address on file**

## **Online Pay Stubs**

- 1. Log onto the fuhsd.net website**
- 2. Click on Resources/Staff/People Soft (Online Pay Stubs)**
- 3. Your user ID is your six (6) digits employee number**
- 4. Password will be the first four (4) letters of your Last Name and the last 4 digits of your Social Security Number.**
- 5. Once you are logged in you will be prompted to change your Password.**