



**Greenburgh Central
School District**
Our Children. Our Focus. Our Future.



Benefits
Karen A. Walsh
T: 914.761.6000 Ext. 3160
E: kwalsh@greenburghcsd.org

Payroll
Victoria Lucas
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E: vlucas@greenburghcsd.org

NEW HIRE PACKET CHECKLIST

FULL TIME INSTRUCTIONAL & NON-INSTRUCTIONAL

	FORM	ACTION	
	Instructional : New York State Teacher's Retirement System Optional for Part-Time Required for Full-Time	Optional for coaches & substitutes. Required for Full-Time teachers, teachers assistants & administrators. Must complete a declination form or a completed application form and return to Payroll, notarized	<input type="checkbox"/>
	Non-Instructional : New York State Employees Retirement System	Return completed form	<input type="checkbox"/>
Required	Information Sheet	Return completed form to Payroll	<input type="checkbox"/>
	Tax Forms Instructional: (W-4, IT-2104) Non-instructional: (W-4, IT-2104)	Return completed form to Payroll	<input type="checkbox"/>
	I-9 Employment Verification	Return completed form to Payroll with Driver's License and Social Security card	<input type="checkbox"/>
	Employee Statement	Return completed form to Payroll	<input type="checkbox"/>
	Technology Agreement	Read, Sign and Return	<input type="checkbox"/>
	AESOP Form	Return completed form. Keep Instructions.	<input type="checkbox"/>
	K-12 Alert Form	Return completed form. Keep FAQ page FYI	<input type="checkbox"/>
	Paychecks Per Year Form (10 Month Full-Time Only)	Return completed form to Payroll	<input type="checkbox"/>
	Emergency Contact Form	Return completed form.	<input type="checkbox"/>
	Direct Deposit	Return completed form to Payroll with a copy of a voided check	<input type="checkbox"/>
Optional	Tax Shelter: OMNI - Equitable 403(b) or NYS DCP 457B Plan	403B Accounts can be opened with Equitable (online) https://equitable.com or by calling Howard Owens of Equitable at (973)703-0743. Alternatively, NYS Deferred Compensation (457B) application is attached. Tom Migliano is our district representative and can be reached at (203)570-3959.	<input type="checkbox"/>
	Hudson River Financial Federal Credit Union	Complete enrollment attached or online and submit a \$5.00 fee to open an account. Deductions begin when you submit deduction form included to GCSD Payroll Department with the account number assigned. Enrollment can be done at any time.	<input type="checkbox"/>
	FSA Enrollment Form	FLEX Spending account for Health Dependent Care pre-tax deductions. Return completed form to Payroll within thirty (30) days of hire. www.fsastore.com	<input type="checkbox"/>
	Health Insurance	Return completed enrollment form for either SWSCHP or HIP OR waiver required	<input type="checkbox"/>
	Dental & Optical	Teacher (GTF) Dental & Optical offered through GTF Welfare Fund	<input type="checkbox"/>
	AFLAC Benefits	Accident, Dental, Short Term Disability, Cancer. Contact Larry Blum to enroll. Ljblum19@gmail.com 914.645.1115	<input type="checkbox"/>
Keep	Payroll Schedule	Keep for your records	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Return completed forms to: **Instructional** - Alyssa Larraguibel, alarraguibel@greenburghcsd.org, 914.761.6000 Ext. 3139
Return completed forms to: **Non-Instructional** - Laurie D'Amico, ldamico@greenburghcsd.org, 914.761.6000 Ext. 3106



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Benefits
Darleen McNerney
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Payroll
Victoria Lucas
T:914.761.6000 Ext. 3109
E: vlucas@greenburghcsd.org

NEW HIRE PACKET CHECKLIST - GTF

FULL TIME INSTRUCTIONAL & NON-INSTRUCTIONAL

	FORM	ACTION	
	Instructional : New York State Teacher's Retirement System Optional for Part-Time Required for Full-Time	Optional for coaches & substitutes. Required for Full-Time teachers, teachers assistants & administrators. Must complete a declination form or a completed application form and return to Payroll, notarized	<input type="checkbox"/>
	Non-Instructional : New York State Employees Retirement System	Return completed form, notarized.	<input type="checkbox"/>
Required	Information Sheet	Return completed form to Payroll	<input type="checkbox"/>
	Tax Forms Instructional: (NYS, W-4) Non-instructional: (W-4, IT-2104)	Return completed form to Payroll	<input type="checkbox"/>
	I-9 Employment Verification	Return completed form to Payroll with Driver's License and Social Security card	<input type="checkbox"/>
	Employee Statement	Return completed form to Payroll	<input type="checkbox"/>
	Technology Agreement	Read, Sign and Return	<input type="checkbox"/>
	AESOP Form	Return completed form. Keep Instructions.	<input type="checkbox"/>
	K-12 Alert Form	Return completed form. Keep FAQ page FYI	<input type="checkbox"/>
	Paychecks Per Year Form (10 Month Full-Time Only)	Return completed form to Payroll	<input type="checkbox"/>
	Emergency Contact Form	Return completed form.	<input type="checkbox"/>
	Direct Deposit	Return completed form to Payroll with a copy of a voided check	<input type="checkbox"/>
	Tax Shelter: OMNI 403(b) (Please Return Form)	403B Accounts can be opened with Equitable (online) https://equitable.com or by calling Howard Owens of Equitable at (973)703-0743. Alternatively, NYS Deferred Compensation (457B) application is attached. Tom Migliano is our district representative and can be reached at (203)570-3959.	<input type="checkbox"/>
Optional	Hudson River Financial Federal Credit Union		<input type="checkbox"/>
	FSA Enrollment Form	FLEX Spending account for Health Dependent Care pre-tax deductions. Return completed form to Payroll within Thirty days of hire. www.fsastore.com	<input type="checkbox"/>
	Health Insurance	Return completed enrollment form <i>or</i> waiver required	<input type="checkbox"/>
	Dental & Optical	Teacher (GTF) Dental & Optical offered through GTF Welfare Fund	<input type="checkbox"/>
	AFLAC Benefits	Accident, Dental. Short Term Disability, Cancer. Contact Larry Blum to enroll. Ljblum 19@gmail.com 914.645.1115	<input type="checkbox"/>
Keep	Educators' EAP	Low Cost Benefit Solutions & Information(<i>Darleen McNerney</i>)	<input type="checkbox"/>
	FMLA & COBRA Info.	Keep for your records	<input type="checkbox"/>
	Payroll Schedule	Keep for your records	<input type="checkbox"/>
	Paid Leave Time Form	Keep for future use	<input type="checkbox"/>

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Return completed forms to: **Non-Instructional** - Laurie D'Amico, ldamico@greenburghcsd.org, 914.761.6000 Ext. 3106



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Payroll
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NEW HIRE PACKET CHECKLIST - CSEA

FULL TIME INSTRUCTIONAL & NON-INSTRUCTIONAL

	FORM	ACTION
	Instructional : New York State Teacher's Retirement System Optional for Part-Time Required for Full-Time	Optional for coaches & substitutes. Required for Full-Time teachers, teachers assistants & administrators. Must complete a declination form or a completed application form and return to Payroll, notarized <input type="checkbox"/>
	Non-Instructional : New York State Employees Retirement System	Return completed form, notarized. <input type="checkbox"/>
Required	Information Sheet	Return completed form to Payroll <input type="checkbox"/>
	Tax Forms Instructional: (NYS, W-4) Non-instructional: (W-4, IT-2104)	Return completed form to Payroll <input type="checkbox"/>
	I-9 Employment Verification	Return completed form to Payroll with Driver's License and Social Security card <input type="checkbox"/>
	Employee Statement	Return completed form to Payroll <input type="checkbox"/>
	Technology Agreement	Read, Sign and Return <input type="checkbox"/>
	AESOP Form	Return completed form. Keep Instructions. <input type="checkbox"/>
	K-12 Alert Form	Return completed form. Keep FAQ page FYI <input type="checkbox"/>
	Paychecks Per Year Form (10 Month Full-Time Only)	Return completed form to Payroll <input type="checkbox"/>
	Emergency Contact Form	Return completed form. <input type="checkbox"/>
	Direct Deposit	Return completed form to Payroll with a copy of a voided check <input type="checkbox"/>
	Tax Shelter: OMNI 403(b) (Please Return Form)	GCSO and GTF Only.
Optional	Hudson River Financial Federal Credit Union	Complete enrollment form and submit to HRFFCU with a \$6.00 check to open an account. Deductions will be made with account number Enrollment can be done at any time. <input type="checkbox"/>
	FSA Enrollment Form	GCSO and GTF Only.
	Health Insurance	GCSO and GTF Only.
	Dental & Optical	GCSO and GTF Only.
	AFLAC Benefits	GCSO and GTF Only.
	Educators' EAP	GCSO and GTF Only.
Keep	FMLA & COBRA Info.	GCSO and GTF Only.
	Payroll Schedule	Keep for your records <input type="checkbox"/>
	Paid Leave Time Form	Keep for future use <input type="checkbox"/>

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NEW HIRE PACKET CHECKLIST - GCSO

FULL TIME INSTRUCTIONAL & NON-INSTRUCTIONAL

	FORM	ACTION	
	Instructional : New York State Teacher's Retirement System Optional for Part-Time Required for Full-Time	Optional for coaches & substitutes. Required for Full-Time teachers, teachers assistants & administrators. Must complete a declination form or a completed application form and return to Payroll, notarized	<input type="checkbox"/>
	Non-Instructional : New York State Employees Retirement System	Return completed form, notarized.	<input type="checkbox"/>
Required	Information Sheet	Return completed form to Payroll	<input type="checkbox"/>
	Tax Forms Instructional: (NYS, W-4) Non-instructional: (W-4, IT-2104)	Return completed form to Payroll	<input type="checkbox"/>
	I-9 Employment Verification	Return completed form to Payroll with Driver's License and Social Security card	<input type="checkbox"/>
	Employee Statement	Return completed form to Payroll	<input type="checkbox"/>
	Technology Agreement	Read, Sign and Return	<input type="checkbox"/>
	AESOP Form	Return completed form. Keep Instructions.	<input type="checkbox"/>
	K-12 Alert Form	Return completed form. Keep FAQ page FYI	<input type="checkbox"/>
	Paychecks Per Year Form (10 Month Full-Time Only)	Return completed form to Payroll	<input type="checkbox"/>
	Emergency Contact Form	Return completed form.	<input type="checkbox"/>
	Direct Deposit	Return completed form to Payroll with a copy of a voided check	<input type="checkbox"/>
Optional	Tax Shelter: OMNI 403(b) (Please Return Form)	For more information: www.omni403b.com or call 1.877.544.6664	<input type="checkbox"/>
	Hudson River Financial Federal Credit Union	Complete enrollment form and submit to HRFFCU with a \$6.00 check to open an account. Deductions will be made with account number Enrollment can be done at any time.	<input type="checkbox"/>
	FSA Enrollment Form	FLEX Spending account for Health Dependent Care pre-tax deductions. Return completed form to Payroll within Thirty days of hire. www.fsastore.com	<input type="checkbox"/>
	Health Insurance	Return completed enrollment form <i>or</i> waiver required	<input type="checkbox"/>
	Dental & Optical	Teacher (GTF) Dental & Optical offered through GTF Welfare Fund	<input type="checkbox"/>
	AFLAC Benefits	Accident, Dental. Short Term Disability, Cancer. Contact Larry Blum to enroll. ljb19@gma il.com 914.645.1115	<input type="checkbox"/>
Keep	Educators' EAP	Low Cost Benefit Solutions & Information(Darleen McNerney)	<input type="checkbox"/>
	FMLA & COBRA Info.	Keep for your records	<input type="checkbox"/>
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