

New Hire Orientation

New employees will receive written and/or verbal notification from Human Resources when scheduled for orientation. You should never attend New Hire Orientation without receiving notification from Human Resources.

Where and When:

Orientations are held virtually via Zoom. Once scheduled you will receive a Zoom invite. Please register for the Zoom meeting using your name as it appears on your application. The sessions begin promptly at 8 am and will end by 10:15 am.

Before Orientation:

Complete all of the required forms that were sent via Frontline. These forms can be found under the forms tab of your application. All forms should be completed 24 hours before your orientation; otherwise, your orientation may be rescheduled for a later date.

Signed offer letter/contract returned to Human Resources per email instructions.

Completion of all required forms located under the forms tab in Frontline:

- **Federal W4**
- **SC State W4**
- **Emergency Contact form**
- **Handbook form**
- **Bloodborne Pathogens video with digital signature**
- **Security Slides video with digital signature**
- **Critical Incident video with digital signature**
- **Insurance and Retirement form with digital signature**
- **TB Test Form.** Upload your negative test results to the form. The TB test (skin ppt, chest x-ray, or QuantiFeron-TB Gold) must have been completed/read within the last 12 months before your orientation date. This testing is a 48 to 72-hour process, and you must present the results to attend orientation. CCSD does not pay for or reimburse the cost of the TB test. **If you have an issue concerning the COVID vaccine and scheduling a TB test, please contact 843-937-6397.**
- **Federal I-9 form and New Hire Document Upload Form.** Please complete section 1 of the I-9 form and make your selection regarding the use of a preparer/translator. Your signature is only required once on this form. After submitting the form, use the **New Hire Document Upload form** to upload copies of your citizenship documentation. Acceptable forms of documentation can be found at: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

- **New Hire Document Upload Form.** For payroll purposes, upload a copy of your original signed social security card. You will be entered in CCSD software as your name appears on your social security card. If that information has changed, please update your social security card before attending orientation.
- **New Hire Document Upload Form.** Please upload a current headshot photo. This should be taken with a full face on a solid or white background and reflect your current appearance. Your photo will be used to create your CCSD ID badge.

New Hire Document Upload Form Instructions

Forms sent to you:

**New Hire
Document Upload**

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Please answer the questions below.

This form should only be used to upload your personal documents as requested by Human Resources to complete your new hire file. This information is confidential and can only be accessed by approved staff in the Office of Human Resources.

Full name (First and Last)

Upload document 1

Add a File

Upload document 2

Add a File

Upload document 3

Add a File

Upload document 4

Add a File

Submit Form

What to Expect at Orientation:

Your virtual orientation will be a presentation by representatives from Benefits, Human Resources, Risk and Safety Service, Payroll, and Security. There will be an opportunity for questions at the end of each segment.

After Orientation:

1. Document review: Each new employee must attend a document review session. This is a requirement of the Department of Homeland Security. HR must view the original hiring documents that were uploaded to complete the Federal I-9 form. After a review of your documents, you will receive a CCSD ID badge and employee number. It will only take a few minutes to have your items reviewed. **The time is 7:00 am – 3:30 pm.** The location for the review is:

CCSD District 4 Stadium-Ticket Booth Area
3659 West Montague Ave.
North Charleston SC 29418

Scheduled Review Dates:

June: 2,8,16,22,30

July: 15,22,29

August: 5,10,13,18,25

September: 1

2. Set up your direct deposit: From your portal click on the ESS icon. You need to access ESS to set up your direct deposit. Your user name for ESS is your employee number and the initial password is the last four of your social security number. You will be asked to change your password. Your username will always be your employee number. Once logged in you select Pay/Tax information. The list will expand and the last item is direct deposit. This is where you enter your direct deposit information. Please contact IT support for assistance with email or ESS concerns. The number is 843-308-8181.

3. Select your Retirement option: You have 30 days from your hire date to select a retirement option. If no option is selected, you will default to the SCRS. Remember that participation in state retirement is mandatory and it is 9% of your gross pay. You will get an email from PEBA that you will use to enroll. This email will go to your personal email address that you used during your onboarding.

4. Insurance: You have 31 days from your hire date to select your insurance options. Please review the benefits link and schedule a benefits consultation. The contact information is included at the end of the video.

<https://www.brainshark.com/wardservices/2021CSDnewhire>

Contact Us

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