



NEW EMPLOYEE CHECKLIST

MAKE APPOINTMENT AT LCSD OFFICE

Contact Mandy Thweatt to make an appointment, see contact information below.

- Background Check - \$32.00 Fee (*exact cash or check only*)
- Photo ID

SUBMIT DOCUMENTS TO HUMAN RESOURCES

NOTE: Forms will be available to complete and submit online once an offer has been made by LCSD and accepted through Active Applicant <https://activeapplicant.leecountyschools.us/>
Forms also available at <https://www.leecountyschools.us/departments/human-resources/>
You may submit forms by email or fax to the contacts listed below.

PAYROLL FORMS

- Employee Demographic Form
- Direct Deposit Form - *attach voided check*
- I-9 Form - *attach two forms of identification, see list on the form*
- W-4 Form
- MS Employee Withholding Certificate
- Certification of Experience

BENEFITS FORMS

- BCBS Health Enrollment Form - *required even if waive*
- Beam Dental Enrollment Form - *required even if waive*
- Vision Enrollment Forms
 - VSP Vision Enrollment Form - *required even if waive*
 - Unum Vision Enrollment Form - *required even if waive*
- Boston Mutual Life Enrollment Form - *required even if waive*
- Unum Life Enrollment Form - *required even if waive*
- PERS Membership Application
- PERS Beneficiary Information

PAYROLL CLERK

Windell Wright
windell.wright@leecountyschools.us
Ph 662-841-9144, ext 1807
Fax 662-680-6012

BENEFITS CLERK

Mandy Thweatt
mandy.thweatt@leecountyschools.us
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Fax 662-680-6012