



WHITEHALL CENTRAL SCHOOL

Dear Employee,

Welcome back! I hope you enjoyed your summer and are looking forward to a new school year. In an effort to keep our information and files accurate and up-to-date, I am sending you the following forms/information:

1. Employee Record
2. Absence Verification Summary
3. Salary Agreement (Teachers and Guidance)
4. 21/26 Pay Agreement (Teachers and Guidance)
5. Directory Information Form \*
6. Emergency Contact Form \*
7. Payroll Schedule \*
8. Claim forms procedure \*
9. Absence slip procedure \*
10. Time Card/Time Clock procedures \*

**\*\*PLEASE NOTE\*\***

- **I HAVE INCLUDED WRITTEN PROCEDURES FOR CLAIM FORMS AND ABSENCE SLIPS – THESE PROCEDURES MUST BE FOLLOWED AT ALL TIMES.**

Please fill out the required forms, sign them, and return them to the Business Office along with your folder, no later than September 4, 2015. Any changes to your tax withholdings must also be made by September 4, 2015 - forms are available in the Business Office or on our website. If you have any questions or need any information, please feel free to contact me at extension 2025.

\* - *These documents are available on our website.*

Thank you,

*Heather McGee*