

2023-24 NEW Employee or Information Update

PLEASE PRINT CLEARLY

_____ New Employee

_____ Current Employee

Corporation: _____ Date _____

Name: _____
(Please PRINT Clearly)

Personal Telephone #: _____ (Required) _____ Male _____ Female
Your 7-Digit Phone Number listed above will be your Access ID Code

After registering by phone, you will use that #, along with your PIN, to report an absence by phone and to access the on-line system the first time.

Email : _____ (Required)

Social Security Number _____ (Required)

Please complete ALL areas (If you have only 1 Work Location, disregard Location #'s 2 & 3.

Work Location #1 (name of school) _____ (Required)

Work Location #1 Work Days – Indicate Days at this location (ie. M-F, M-W-F, etc.) _____

Work Location #1 **Start Time REQUIRED if different** than regular school start time: _____

Work Location #1 **End Time REQUIRED if different** than regular school end time: _____

Work Location #1 Most Important Subject Taught Classification (use list on pg 2) _____ (Required)

Work Location #1 2nd Most Important Subject Taught Classification _____

Work Location #1 3rd Most Important Subject Taught Classification _____

Work Location #2 (if you travel to another school) _____

Work Location #2 Work Days – Indicate Days at this location (ie. M-F, M-W-F, etc.) _____

Work Location #2 **Start Time if different** than regular school start time: _____

Work Location #2 **End Time if different** than regular school end time: _____

Work Location #2 Most Important Subject Taught Classification _____

Work Location #2 2nd Most Important Subject Taught Classification _____

Work Location #3 (if you travel to a 3rd school) _____

Work Location #3 Work Days – Indicate Days at this location (ie. M-F, M-W-F, etc.) _____

Work Location #3 **Start Time if different** than regular school start time: _____

Work Location #3 **End Time if different** than regular school end time: _____

Work Location #3 Most Important Subject Taught Classification _____

Work Location #3 2nd Most Important Subject Taught Classification _____