

SDSU Children's Center Staff File Checklist

(FOR OFFICE USE ONLY)

STUDENT: Y N
 START DATE: _____

Employee Name _____

Phone Number _____

Red ID Number _____

Employee E-mail _____

Cottage _____

Payroll Forms Sent to A.S.

FORMS	INITIALS
Original Application	
W4	
I9 Verification	
I9 Documents	
I9 Expiration Date: _____	
Direct Deposit Form (required)	
Confidential Data Sheet	
Emergency Contact Form <small>Please have them list someone local!</small>	
At Will Acknowledgment and Agreement of PT Manual	
Live Scan Employee Contract <small>(aka: Fingerprint Live Scan Fees)</small>	
Wage Information Notice	
Acknowledgement of Code of Safe Practices/Workplace Injuries	

Additional Staff File Forms

FORMS	INITIALS
Pediatric CPR	
Pediatric First Aid	
Food Handlers Training	
Gave New Hire Notice of Injuries	

Licensing Forms for Staff File

FORMS	INITIALS
Copy of Application Completed	
Copy of Emergency Contact Form	
Criminal Record Statement	
Mandatory Reporters Form	
Employee Rights (Employee keeps top ½)	
Health Screening Report	
TB Test Date: _____	
Transcript of CFD Units Number of Units Completed: _____	
Copy of Live Scan Employee Contract <small>(aka: Fingerprint Live Scan Fees)</small>	
Employee Reimbursement Completed	
Fingerprint Clearance Date: _____	
Staff Info Added to 4D <small>(Office Initial Only)</small>	
Made Staff Hanging File (Office Initial Only)	
Made Staff File (Use red labels) <small>(Office Initial Only)</small>	
Copy Emergency Sheet for ST <small>(Office Initial Only) Stamp "Entered"</small>	
Enter all missing paperwork onto the Excel file. <input type="checkbox"/> Q: CC Office Assistant: Front Desk Logs: Missing Child Enrollment & Staff Paperwork Log <small>(Office Initial Only)</small>	

COMMENTS: _____

