



HENRY COUNTY SCHOOLS HUMAN RESOURCES/PAYROLL DEPARTMENT

Welcome to Henry County Schools!

We are excited that you will be joining our team. As a part of this process, you will be required to complete the New Hire Employment Packet.

The following are minimal requirements:

- Teach in Alabama online application (Certified Personnel Only)
- Valid Alabama Professional Educator Certificate (Certified Personnel Only)
- Original driver's license and original social security card
- Background clearance through Gemalto
- Completion of New Hire Employment Packet

Important: Your name on all paperwork must be completed as shown on your social security card.

New Hire Employment Packet:

All new employees are required to complete and submit the New Hire Employment Packet to the Payroll Department. To submit your completed packet, please contact the HR/Payroll Department at 334-585-2206, extension 1228 to schedule an appointment. For payroll purposes, you will be required to bring your original driver's license and original social security card to the appointment.

If you have any questions regarding the employment packet, please contact the Payroll Department at 334-585-2206, extension 1228.

Background Clearance Information:

All Alabama public school system employees require Alabama Bureau of Investigations/Federal Bureau of Investigations background clearance under state law. ***If a new employee has not been fingerprinted through the Alabama State Department of Education, he/she will need to follow the instructions provided in this packet through Gemalto.*** Applicants are required to register and pay online through Gemalto prior to getting fingerprinted at designated sites listed on their website. Proof of registration is required prior to reporting to work the first day of employment.

Driver's License and Social Security Card:

For payroll purposes, please bring your original driver's license and original social security card to the Central Office when you turn in employment forms. All personnel information will be filed under the name that is provided on your social security card.

Payroll:

To obtain your gross monthly salary computation, contact the HR/Payroll Department at 334-585-2206, extension 1228. Direct Deposit Statements are available each payday via Employee Self Service (ESS). ESS can be accessed from any internet connected device. Employees will need to register and set up their own accounts. Instructions are included under Employee Resources and under ESS.

Experience Verification Forms:

Certified employees, who have formerly worked in a public school system, must contact their previous employers and request verification for submission to the Payroll Department. All certified experience forms should be mailed to the attention of Jodi Ennis in the Payroll Department.

It is the employee's responsibility to provide experience verification to Henry County Schools.

Employment Eligibility Verification Form I-9:

To comply with the employment eligibility verification provisions of the Immigration and Nationality Act (INA) all U.S. employers must complete and retain a Form I-9 for all current employees. Please refer to the List of Acceptable Documents when completing the Form I-9. Employees MUST provide one document from List A OR one document from List B AND one document from List C. All documents MUST be original and unexpired.

The HR/Payroll Department is located in the Henry County Board of Education Building at 300 North Trawick Street, Abbeville, AL, 36310. Normal office hours are Monday – Friday from 7:30am – 4:00pm. If you have any questions, please contact the HR/Payroll Department at 334-585-2206, extension 1228.