



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"

Georgia Department of Education The Governor's Honors Program

(404) 657-0183 FAX (678) 605-6886

Welcome aboard—or welcome back, whichever applies! It's time to fill out the paperwork for GHP 2013. You can download all of the following forms at snipurl.com/ghp_staff in one HUGE PDF file.

Please refer to the employment email I sent you for important details you will need to fill out this paperwork.

It is only necessary to print pages 1-29 of the PDF—pages 30-54 are policies that you may conveniently read onscreen.

Don't staple forms—I make a copy of everything before turning it all in.

All employees, both *new* and *returning*, should fill out all forms:

1. AGREEMENT (p.1)

Fill out the form and **SIGN**. The position you're being hired for was confirmed in the employment email.

2. EMERGENCY CONTACT (p.2)

Complete at least one emergency contact.

3. GEORGIA DEFINED CONTRIBUTION PLAN MEMBERSHIP – GDGP (p.3)

Do not return this form. Save this page. You will need it in August.

4. PERSONAL DATA CHANGE FORM (p.4)

New employees do not need to return this form. Returning employees, fill out Sections I and II. You can find the position number in your employment email. You don't have to fill out Check Location Code or Organization #.

If your address has changed since last summer, please write NEW in the margins so that the HR department will be especially careful in checking your address in the database.

5. STATE OF GA EMPLOYEE'S WITHHOLDING ALLOWANCE (G-4) (p.5)

Complete boxes 1-8. **SIGN**.

6. FORM W-4 (p.6)

Complete boxes 1-7. Return the entire first page of the form only. (Don't cut the bottom slip off.) **SIGN**.



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7. DIRECT DEPOSIT (p.7)

Complete Sections 1 and 2, and **SIGN**.

You do not have an Employee ID#.

Remember to paperclip a check to the front of the form, and **circle the account number**.

8. OUTSTANDING WAGES/BENEFICIARY ELECTION (p.8)

Complete and **SIGN**.

9. FORM I-9, EMPLOYMENT ELIGIBILITY REQUIREMENT (pp.9-17; the form is pp.15-16)

This is the one that causes problems for everybody.

Return p. 15-16 only (pp.7-8 in the original document).

Complete Section 1 and **SIGN**.

Attach the required documentation.

- Look at p. 17 (p. 9 in the original document).
- Look at Column A. If you send *one* of those documents, you're done.
- If you don't have any of the documents in Column A:
 - Look at Column B. Pick *one* of those.
 - Now look at Column C and pick *one* of those.
 - Two documents, *one* from Column B and *one* from Column C. **Not two** from Column B.

Notice that "All documents must be unexpired."

10. MEDICAL AND PHYSICAL EXAMINATION PROGRAM (MAPEP) (pp.18-20)

Complete Section A, #1-7. *Do not continue into #8-11!*

Complete #12-17.

SIGN at #20.

Complete Health Info Checklist (p.20).

SIGN.



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11. GA DEPT OF COMMUNITY HEALTH, ACTIVE EMPLOYEE DECLINATION (p.21)

Complete Sections I. **SIGN** Section IV.

12. AUTHORIZATION FOR RELEASE OF INFORMATION (p.22)

Complete and **SIGN**. Please read the text! It clearly states that you have to disclose any arrests or *charges*, dismissed, expunged, or otherwise.

13. BACKGROUND REQUEST FORM (p.23)

Complete the top, **SIGN**.

14. STATE OF GA STATE SECURITY QUESTIONNAIRE/LOYALTY OATH (pp.24-25)

Complete, **SIGN**, and have it **NOTARIZED**.

15. MEMORANDUM TO PERSONNEL FILE (WORKER'S COMP) (pp.26-28)

SIGN and return p. 28 only.

16. DOE POLICIES CHECKLIST (p.29)

Please write N/A in the slot next to Equipment & Supervisor's Checklist Policy.

Initial the following policies:

- Alcohol & Drug Free Workplace Policy
- Governor's Executive Order on Ethics
- GA Code of Ethics
- Gifts & Favors Policy
- Internet & E-mail Usage Policy
- Sexual & Other Harassment Policy

SIGN all three spaces.

When you have all your paperwork completed and signed, stack everything in the order listed above and **mail it to me** at the address below. I'm not giving you a deadline because you should take care of this immediately. Don't make me ask you where your paperwork is.

Mail it. Do not fax or email it.

Questions? Email me at dlyles@doe.k12.ga.us.

Dale Lyles, Director
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