



Onboarding Forms Checklist

One key point you will hear from us tomorrow is that one of our four values for Onboarding Experience is **compliance**. For all employees to be meet compliance standards, you must complete the onboarding forms and email them to the Records Department of Fort Bend ISD Human Resources within three business days. We will share more information with you during the session.

- Job Description
 - Sign your name
 - Print your name
 - Fill in the date you sign the document

- Pre-Employment Affidavit form
 - Sign your name
 - Print your name
 - Fill in your home address
 - Fill in the date using your start date (your start date is on your salary letter that was previously emailed to you following your job offer)

- Employment Eligibility Verification (I-9) form
 - Complete Section One (Starting with your Last Name and ending with Signature of Employee and Today's Date)
 - i. Helpful Instructions are attached to this email (Document 04)
 - Complete Section Two on Page 2
 - i. You must designate or contract with someone such as a personnel officer, foreman, agent, or anyone else acting on your behalf, including a notary public, to complete Section 2.
 - ii. Helpful Instructions: https://www.uscis.gov/i-9-central/40-completing-section-2-form-i-9#.XnGD_24wW04.email

After the forms are fully completed, please submit them all to Human Resources within 3 business days.

- Email all (3) documents to the Human Resources Records team
 - Attach each document
 - Type **Onboarding Forms** in the email subject line
 - Send to this email address: HR.Records@fortbendisd.com

If you have questions, please reach out to a HR Records Specialist. They are assigned to employees by your last name.

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