



Before You're Hired

To Do	Links/Contacts	Forms/Documents	✓
Certification (if not yet certified)			
Begin an online certification application with the New York State Education Department (NYSED) via TEACH Online Services	http://www.highered.nysed.gov/tcert/certificate/application.html		
Submit any documents (transcripts, etc.) as mandated by TEACH Online Services and pay applicable fee	NYSED-OTI 89 Washington Avenue Room 5N-EB Albany, NY 12234		
Obtain copies of your transcripts and a letter from your college or university stating that you graduated (for recent grads only)			
<i>If you have previously been fingerprinted by the NYC DOE, download and submit the OSPRA 104 form to transfer your fingerprints to NYSED</i>	http://schools.nyc.gov/Offices/DHR/DHRForms/default.htm	OSPRA 104	
Salary			
Confirm that the information on the <i>Work Experience</i> section of your online application is updated and accurate	http://nyc.teacherssupportnetwork.com/Home.do?CareerPath=TEA		

After You're Hired

To Do	Links/Contacts	Forms/Documents	✓
Certification (if not yet certified)			
<i>If TEACH does not indicate that NYSED has issued your certificate, bring your documentation and meet with an HR representative (information on how to contact this representative will be emailed to you if we cannot confirm your certification)</i>	Call (718) 935-2473 to schedule an appointment	1. Offer Letter 2. Transcripts	
Fingerprinting and Background Checks			
<i>If you have not been previously fingerprinted by the NYC DOE and do not have registered fingerprints with NYSED, complete the Fingerprint Referral and I-9 forms and go to the HR Connect Walk-In Center to have your fingerprints taken. You will also need an employment offer letter/printed email from your principal.</i>	http://schools.nyc.gov/Offices/DHR/Fingerprinting+Employee+IDs+and+Smart+Cards.htm http://schools.nyc.gov/Offices/DHR/DHRForms/default.htm	1. ID 2. Offer Letter 3. Fingerprint Referral Form 4. I-9	
<i>If you have not been fingerprinted by the NYC DOE but do have registered fingerprints with NYSED, fill out the OSPRA 103, Fingerprint Referral Form, and I-9 and mail them, along with a copy of your ID, to HR Connect to have your fingerprint information transferred to NYC DOE (address is on the OSPRA form)</i>	http://schools.nyc.gov/Offices/DHR/Fingerprinting+Employee+IDs+and+Smart+Cards.htm http://schools.nyc.gov/Offices/DHR/DHRForms/default.htm	1. ID 2. Offer Letter 3. Fingerprint Referral Form 4. I-9 5. OSPRA 103	
Former/Returning New York City Teachers			
Download an Application for Withdrawal of Resignation/Retirement, complete it, have it notarized and then submit it to the address on the form	http://schools.nyc.gov/Offices/DHR/DHRForms/default.htm	Application for Withdrawal of Resignation/Retirement	

For questions about information on these checklists, please call HR Connect at (718) 935-4000.



After Making Payroll

To Do	Links/Contacts	Forms/Documents	✓
Salary			
Log in to the Salary Step application and confirm the information in the <i>Work Experience</i> section on your online employment application (even if you did not list work experience)	http://schools.nyc.gov/Offices/DHR/TeacherPrincipals/SchoolProfessionals/Salary/How+and+When+to+Apply+for+a+Salary+Step.htm		
Apply for a salary differential (only if you have a Master's degree or at least 30 credits beyond your Bachelor's degree)	http://schools.nyc.gov/Offices/DHR/TeacherPrincipals/SchoolProfessionals/Salary/How+and+When+to+Apply+for+a+Salary+Differential.htm		
Complete an Electronic Fund Transfer Application form and send it to the address on the form (if you choose to wait to enroll in direct deposit until after you receive your first paycheck, you can apply online)	http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFOPayrollAdministration/DirectDeposit+%28EFT%29.htm	Electronic Fund Transfer Application Form	
New Teacher Development			
Register for any citywide or principal sponsored events (check your email for potential invites)			
Visit the online Teacher Development site for tools and resources, including information on mentoring	http://schools.nyc.gov/Teachers/TeacherDevelopment/NewTeachers/default.htm		
Health Benefits			
Compare various health plans and choose the one that's best for you	http://schools.nyc.gov/Offices/DHR/HealthBenefitsLeavesAbsenceSafety/Health+Benefits.htm		
Apply online using the Employee Self Service system (Note: You must have your new employee ID number to log in, which will be on your first paystub)	http://schools.nyc.gov/Offices/DHR/ESSintro.htm		
UFT Welfare Fund (for prescriptions, dental, etc.)			
Enroll online	http://www.uft.org/member/benefits/		
Teacher Retirement System (TRS) and Tax Deferred Annuity (TDA)			
Download enrollment packet to confirm information and beneficiaries (Note: TRS deductions automatically begin with your first paycheck)	https://www.trsnyc.org/trsweb/tools/enrollment.html	Enrollment Application	
Optional: Enroll in TDA online after enrolled in TRS	https://www.trsnyc.org/trsweb/tools/enrollment.html		
Employee Discounts			
Research employee discounts that you are eligible for as a new teacher	http://schools.nyc.gov/Offices/DHR/EmployeeIncentiveandDiscounts/default.htm		