

APSB New Hire Checklist

Human Resource

Complete New Hire Packet - HR Dept.

Lorraine Siess - lsiess@avoyellespsb.com ext. 210

Documents Needed: Completed Application; Copy of Social Security Card; Copy of Drivers' License

Fingerprinting is done APSB - \$20.00 - Cash, Check or Moneyorder

Dana Bordelon - dabordelon@avoyellespsb.com ext. 209

Drug Testing Free of Charge: NCompliance address: 7360 LA - 1 Suite 2, Mansura, LA 71350; 318-253-8080

Payroll

Completes Payroll Packet - Finance/Payroll Dept.

Christy Dauzat - cdauzat@avoyellespsb.com ext. 213

Documents Needed: Copy of Birth Certificate; Copy of Drivers License; Copy of Social Security Card; Completed Payroll Packet

Health Insurance

Judy Guillote - jguillote@avoyellespsb.com ext. 227

Documents Needed: MUST MEET WITH HEALTH INSURANCE CLERK TO DENY OR ACCEPT HEALTH INSURANCE WITHIN 30 DAYS OF HIRE. If new hire adds dependents, need copy of marriage license, children's birth certificate, copy of social security cards for ALL dependents and new hire.