SAINT IGNATIUS COLLEGE PREP

EMPLOYMENT REQUIREMENTS FOR SAINT IGNATIUS ADMINISTRATION, FACULTY AND STAFF

- ☐ Complete the criminal background check through S2Verify
- ☐ Register for an account for Paycom
- ☐ Complete the electronic W-4 in Paycom
- ☐ Complete the electronic I-9 in Paycom
- ☐ Provide HR with a copy of your I-9 Documentation
- ☐ Faith's Law Documents
  - Faith's Law Disclosure
  - Faith's Law Authorization for Release of Sexual Misconduct-Related Information from your current/previous employer
- ☐ CANTS 689 DCFS background check
- ☐ Handbook Receipt/Standards of Behavior in Paycom
- ☐ Mandated Reporter Training
- ☐ CANTS 22A
- ☐ VIRTUS Training and/or Standards of Behavior Training
- ☐ Medical Form