

Sub Packet For GUSD Certificated Subs

Please check the boxes as each requirement is completed.

Complete the following forms:

- Fill out the top portion of the I-9 form (page 1 – Do NOT fill out any other pages.)
- Fill out the bottom of the W-4 form (Employee's Withholding Allowance Certificate - Federal)
- Fill out the top portion of the DE 4 form (Employee's Withholding Allowance Certificate – State)
- Optional:* Fill out the Direct Deposit Authorization Agreement if you wish to have any payment or payment portion deposited into any bank account.

Note: If you opt for direct deposit, you must attach a voided check or account notice letter from your bank that includes the full routing number and account number.

Provide the staff member assisting you today with the following documents:

- Your state-issued driver license **AND** your social security card **OR** your current valid passport

Note: Alternately, you may provide any of the recognized documents or document combinations, as listed on Page 3 of the current Form I-9 packet.

- Your yellow Substitute Verification certificate (given by SCOE when you completed the process to be in the substitute consortium that covers Sonoma County)

Note: If you do not have your yellow verification certificate from SCOE, you may alternately provide **ALL** of the following, which staff verify in state and county systems:

- Copy of valid credential or CTC document number that qualifies you to be a sub (30-day, clear credential, emergency credential, etc.), including an expiration date
- Copy of your valid, negative TB test results, including an expiration date
- Copy of your completed Mandated Reporter Training, including an expiration date
- Volunteer, Visitor & Non-Regular Staff Emergency Contact Form

When we do not keep original documents, we will make copies and return originals to you. You need to let us know if you want a copy of the originals that we do keep. Once we receive all required documents, staff will set you up in the AESOP (Frontline) system under our district with a unique PIN number. When you receive an email confirmation of this number, we are ready for you to accept sub assignments that we post. Once you get separate PINs from two or more districts in the county, you may set up an umbrella PIN. Please contact SCOE Credentials for assistance with that process.

Questions? Contact the GUSD Administrative Assistant at (707) 8578-3592 x 103.