WATCHUNG HILLS
REGIONAL HIGH SCHOOL

ELIZABETH C. JEWETT, PHD
SUPERINTENDENT

TIMOTHY M. STYS, CPA
BUSINESS ADMINISTRATOR

WILLIAM J. LIBRERA
PRINCIPAL

NEW HIRE PAPERWORK FOR ALL BUILDINGS AND GROUNDS STAFF

TO: New Hires - Buildings and Grounds

FROM: Nicole M. Carro, Director of Human Resources and Professional Development

Welcome to Watchung Hills! Included in this document is a list of what you will need to complete before you can start working for the district:

- ☐ Fingerprinting/Criminal History Review
- ☐ I-9 form (please bring a passport OR driver's license, AND a social security card)
- ☐ Federal W-4
- ☐ NJ W-4
- ☐ Direct Deposit
- ☐ Staff Emergency Form
- ☐ New Employee Physical
- ☐ New Jersey Residency Requirement
- ☐ Health Insurance
- ☐ Pension Enrollment Form **OR** Pension Transfer Form
  *choose the Pension Enrollment Form if you are not already in a NJ pension system and choose the Pension Transfer form if you are already enrolled in a NJ pension

1. The first step is to begin the process for obtaining the Criminal History Review. Fingerprinting/Criminal History Review

2. Then, please print each of the linked documents, **single-sided**, and complete them.

3. Once all of your forms are complete, make an appointment with our Executive Administrative Assistant for Human Resources, Mrs. Donna Dinson, to bring in all of the completed forms and to complete additional paperwork. Please do not send your documents via email. You can contact Donna Dinson by email to make an appointment at ddinson@whrhs.org or by phone at (908)647-4800 ext. 4834.

4. When you attend your appointment with HR, please bring all of your completed forms with you and your drivers' license OR passport, AND your social security card.

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Here are additional documents for your review:

- District Calendar 2026-2027
- Benefits Letter
- New Staff Orientation Dates
- Payroll Dates 2026-2027