



To all new Bamberg School District Two Employees

Important New Hire Payroll & Benefits Information

- **Form W4** – This form is used for your paycheck tax withholding. The District will default your withholding to Single status, zero (0) exemptions if this form is not returned. Please submit a separate form if your State withholding differs from your Federal withholding. Only the original form can be accepted with no corrections or alterations; we do not accept faxed or emailed copies. Your W4 can be changed at any time by contacting the Payroll and Benefits office.
- **Direct Deposit Enrollment** – Participation in Direct Deposit is **MANDATORY** for **ALL** employees – regardless of classification or status. Changes to your direct deposit information may be made no later than 1 week before the effective pay date by contacting the payroll and benefits office.
- **Pay stubs** are available on pay day at your school's office. Please review your pay stub each pay day and notify your supervisor immediately if there are discrepancies.

New employees, eligible for health, dental, and other benefits, will be contacted to attend a Benefits Orientation Session. The District's employee benefits package and specific plans will be discussed. The employee is given the opportunity to enroll in or waive coverage.

- Please take a moment to familiarize yourself with the District's website and employee handbook located under the Human Resources tab. These areas contain useful information to guide you throughout your employment with the district. Be sure to read the Payroll FAQ Sheets and review the District's payroll schedules.
- Initial retirement contributions are assigned pending status. Once a retirement plan decision is made, the contributions will be processed to the retirement plan or refunded, if applicable. **You MUST make your retirement enrollment decision within 30 days of employment to prevent default enrollment into the SC Retirement Systems Defined Benefit Program. Retirement plan information and enrollment instructions will be provided at your new hire orientation.** Retired workers must notify the Benefits Department of their working retiree status.

We hope you find this information useful as you begin your new position with Bamberg School District Two. If you have questions, please contact us:

Payroll/Benefits

803.793.3346

Fax: 803.793.3002

Email: drobot@bamberg2.org