



New Employee Information Session (NEIS)

PfISD Administration Building
1401 West Pecan
Pflugerville TX 78660
(Across from The Pfield Stadium)

Prior to NEIS

Complete all 18 online forms and videos. *For best results, ensure your computer setting allows pop-ups. Google Chrome is strongly recommended.*

Gather forms of identification for notarization of affidavit and completion of I-9 form
Request college transcripts and service records (professional employees)

Gather copies of college transcripts and/or high school diploma (support employees) Plan to be in attendance at NEIS for 1-1½ hours

What to Expect at NEIS

1. Upon Arrival - Sign In Station (Lobby)

Sign in to session on sign-in sheet

Pick up a clipboard with your Attendance Receipt (checklist)

Complete the *Pre-Employment Affidavit for Applicant Offered Employment* (notaries will be present to assist – bring a form of identification)

2. Check In Station

Review completion of all 18 forms and videos

Complete a Direct Deposit form (if necessary)

3. Contract/Letter of Reasonable Assurance Station *(if not already completed)*

Log-in to computer using credentials

You cannot sign a contract with PfISD if you are still under contract with another district. If this is an issue, please contact Human Resources.

Electronically sign your contract (professional staff)/letter of reasonable assurance (support staff)

4. ID/Badge Station

Have picture taken

Badge will be available for pick up at Survey Table once you have completed all steps

The badge is used for identification and to access building and copy machines

5. Position Management Station

Complete I-9 form (bring appropriate forms of identification)

Sign job description

Submit original college transcripts (professional employees – must show degree conferred) Submit copies of college transcripts or high school diploma (support staff) Submit original service records (if applicable)

Sign salary acknowledgement

6. Benefits Station: Enroll Online (Full-Time Employees)

7. PfISD Survey

Complete brief online survey regarding your NEIS experiences

Pick up PfISD ID badge