

## **I TEACH NYC New Teacher Checklist**

To Do	Links/Contacts	Forms/Documents	✓
Administrative Tasks			
Verify your NYCDOE ("@schools.nyc.gov") email address using your user ID and password. This will allow you to access the DOE's Payroll Portal, Employee Self-Service and other resources as needed.	https://idm.nycenet.edu/selfservice/Login.do		
*Former / Returning New York City Teachers ONLY*  Download and complete an Application for Withdrawal of Resignation/Retirement, have your principal sign and then submit it to the following address before your first day of service:  NYC Department of Education	http://schools.nyc.gov/Offices/D HR/DHRForms/default.htm	Application for Withdrawal of Resignation / Retirement	
Office of Salary Status 65 Court Street, Room 815 Brooklyn, NY 11201			
Salary			
Log in to the Payroll Portal with your DOE user ID and password, and then access the Salary Step application and confirm the information in the <i>Work Experience</i> section on your online employment application (even if you did not list work experience).	http://schools.nyc.gov/Offices/D HR/TeacherPrincipalSchoolProf essionals/Salary/How+and+Wh en+to+Apply+for+a+Salary+Ste p.htm		
Apply for a salary differential (only if you have a Master's degree or at least 30 credits beyond your Bachelor's degree).	http://schools.nyc.gov/Offices/D HR/TeacherPrincipalSchoolProf essionals/Salary/How+and+Wh en+to+Apply+for+a+Salary+Diff erential.htm		
Complete an Electronic Fund Transfer Application form and send it to the address on the form (if you choose to wait to enroll in direct deposit until after you receive your first paycheck, you can apply online).	http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFO/PayrollAdministration/Direct+Deposit+%28EFT%29.htm	Electronic Fund Transfer Application Form	
New Teacher Development			
Register for any citywide or principal sponsored events (check your email for potential invites).  Visit the online Teacher Development site for tools and resources, including information on mentoring.	http://schools.nyc.gov/Teachers /TeacherDevelopment/NewTea		
	chers/default.htm		
Health Benefits  Compare various health plans and choose the one that's best for you.  Apply online using the Employee Self Service system (Note: You must have your new employee ID number to log in,	http://schools.nyc.gov/Offices/D HR/HealthBenefits/default.htm http://schools.nyc.gov/Offices/D HR/ESSintro.htm		
which will be on your first paystub).	HR/ESSINtro.ntm		
UFT Welfare Fund (for prescriptions, dental, etc.)			
Enroll online.	http://www.uft.org/member/bene fits/		
Teacher Retirement System (TRS) and Tax Deferred Annuity (T		Enrollment Application	
Download enrollment packet to confirm information and beneficiaries (Note: TRS deductions automatically begin with your first paycheck).	https://www.trsnyc.org/trsweb/to ols/enrollment.html	Enrollment Application	
Optional: Enroll in TDA online after enrolled in TRS.	https://www.trsnyc.org/trsweb/to ols/enrollment.html		
Employee Discounts	<u> </u>		
Research employee discounts that you are eligible for as a new teacher.	http://schools.nyc.gov/Offices/D HR/EmployeeIncentiveandDisc ounts/default.htm		