

**Hillsborough County Public Schools
Personnel Services
Employee Processing Department
2920 N. 40th Street
Tampa, Florida 33605
Phone: 813-840-7177**

- The Hillsborough County Public Schools, Personnel Services, Employee Processing Office is located at 2920 N 40th Street, Tampa, FL 33605, Room 101
- Employee processing for Instructional Personnel is held twice a week on Tuesday and Friday
- Employee processing for all Support Personnel and Instructional Personnel that do not require On-boarding or Code of Ethics is held on Monday, Wednesday, and Thursday
- Employee Processing is by appointment only. Once you have signed your Employment Offer Form and have received your Employment Packet, please call 813-840-7177 to schedule an appointment to process
- To ensure that all new hires are processed and working at their assigned work site in a timely manner, all candidates for employment have 3 business days after receiving their employment packet to call and schedule an appointment to process.
- Please read the employee processing packet carefully and follow the instructions. Employees must complete and bring all required documents, valid identification and original social security card to the processing appointment
- All district employees are required to fingerprint. For fingerprinting fees and information please contact the Fingerprinting Department at 813-840-7150
- Please arrive 15 minutes prior to your appointment time

Employee processing may take several hours to complete. Please keep in mind that the Employee Processing Office is a District facility which has limited seating. It can only accommodate the employee being processed and one translator, if appropriate.

June through August is peak hiring months, only a limited number of employees can be processed each day. The Employee Processing Office is closed on Friday June through August.