New Hire Checklist

#  NeoGov Forms

[ ]  CalPERS Beneficiary Designation form

[ ]  Employee Declaration Form

[ ]  Military Service Credit

[ ]  Sign Rights of Victims of Domestic Violence, Sexual Assault and Stalking

[ ]  Employee Rights under the Family Medical Leave Act

[ ] Provide Pre-designation of Personal Physician

[ ]  Employee Transaction Form

[ ]  Acknowledgement of the Medical Provider Network

[ ]  Oath of Affirmation of Allegiance (Required)

[ ]  W-4 Federal Withholding Form

[ ]  DE4 State Withholding Form

[ ]  Employment Eligibility I-9 Form & copies of documents used (Required)

[ ]  Emergency Contact List

[ ]  Direct Deposit Instructions

[ ]  Designation of person to receive Warrants and Checks

[ ]  Approved Step Advance (notes in the candidate’s account)

[ ]  CalPERS Member Reciprocal Self-Certification Form (Required)

[ ]  Acknowledgement of Receipt and Understanding of Employee Handbook and Board Policies Within

[ ]  New Employee Handbook

# Department Forms

[ ]  Authorization to Drive GEN 30

[ ]  Deferred Compensation Information

[ ]  401A Enrollment Form\*

[ ]  Life Insurance (Ready Enroll) Log-in Instructions

[ ]  CalPERS Benefit Election Form

[ ]  PERS HBD-12 Enrollment Form

[ ]  Vision Services Plan Summary (VSP)\*

[ ]  Long Term Disability Information

[ ]  Org Chart / Phone List

[ ]  Mail Stop List

[ ]  Payroll Calendar

[ ]  County Holiday List

[ ]  Rideshare Program Information

[ ]  Medical clinic or doctor’s office

[ ]  Worker’s Compensation Brochure

[ ]  Outside Employment Guidelines

[ ]  Sexual Harassment Brochure

[ ]  Confidentiality Agreement (Required for HR)

[ ]  FMLA Fact Sheet

[ ]  Customer Satisfaction Policy – A-49

[ ]  Dress Policy

[ ]  Guide to other Leave Laws

[ ]  ADA/FEHA Information Brochure

[ ]  The Work Number Brochure (Employee Verification)

[ ]  Union Information (If applicable)

[ ]  Global Pay Cash Enrollment Form

[ ]  ASI Flexible Spending Brochure

[ ]  Parking Permit (To be signed by the supervisor and submitted to Parking Services)

[ ]  Mandated Training Brochure

[ ]  Sample Pay Stub

[ ]  Welcome Letter

[ ]  Information about Social Security Form SSA-1945 (for Safety member only)

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**\*For Management/Confidential Employees only**