

# CHECKLIST FOR NEW EMPLOYEES



DATE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DIRECTOR/ELECTED OFFICIAL

**PRIOR TO PHYSICAL BEING REQUESTED**

**PRIOR TO STARTING WORK**

- Confirmation from Dept. of New Hire
- Application
- Authority to Release Information Form
- Conditional Offer of Employment
- Driver's License
- Social Security Card
- High School Diploma (GED)
- Copy of College Degree or Transcript
- DD214 (If Applicable)
- Birth Certificate (If to be Certified)
- Motor Vehicle Record
- Reference Check
- Dependent Verification
- I-9 Form
- Post Offer of Medical Inquiry Form

- Personnel Action in System
- Drug Test
- Run E-Verify or E-Verfile
- Run SAVE Verification   
*(Employees working with children/youth)*
- Run GCIC and NCIC   
*(Sworn Officer Position, Enforcement Officer Policy)*
- Background Check   
*(Verify with application)*
- Physical
- Establish Date of Employment
- HR Confirmation Letter
- Copy of Job Description
- Credit Check   
*(Check all items that apply to job description)*

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**ORIENTATION AND IN-PROCESSING PAYROLL**

- Federal Tax Form
- State Tax Forms (G-4 Forms claiming more than 14 allowances or exempt)
- Direct Deposits (Voided Check/Deposit Slip)
- Emergency Notification Form
- Pension Date
- Last Pay Beneficiary
- Certification of Family Size and Income
- Comp Time Agreement Form
- AA Policy
- I-9 Form
- Public Benefit Application Affidavit
- Verifying Employee I.D. Badge

Department's Initials

**WORKERS COMPENSATION**

- Worker Comp and Injury Form
- Safety and Prevention

**HANDBOOK**

- Employee Handbook
- Drug and Alcohol Policy

**INSURANCE**

- HMO/PPO Plans
- Flex Forms
- Employee Assistance Program
- Life Insurance
- AFLAC & Colonial Supplemental Ins.
- Dental Coverage

**BENEFITS**

- Pension Plan
- Holiday's
- Sick/Vacation Leave
- Employee Discounts
- TIC
- SunTrust
- Savings Bonds
- Deferred Comp
- Vision Discounts

H.R.'s Initials