



NEW HIRE PAPERWORK CHECKLIST

Name of Employee: _____

✓	DESCRIPTION OF FORM OR DOCUMENT	EXPLANATION	DISTRIBUTE TO:
	I-9—Verify required forms of identification	Effective 3/8/13—Expires 3/31/16	CEO/HR
	W-4	For the current year	CEO/HR
	Direct Deposit Form	Attach verification of account & routing #	CEO/HR
	Policy Acknowledgement Form - Employee Conduct/Behavior Expectations	Revised 5/31/12	CEO/HR
	Workweek Designation/Fair Labor Standards Act	Revised 11/15	CEO/HR
	At-Will Status Acknowledgement	Management/Confidential only	CEO/HR
	Appointment above 1 st step or bottom of band	Memo when applicable	CEO/HR
	Personnel Action Form—PAF	Form is generated from PeopleSoft	CEO/HR
	LIVESCAN Service: Fingerprint form for S/O Dept	SCOE has all of the form templates	CEO/HR
	Union Deduction Form	Revised 2/15	CEO/HR
	Oath of Office	Form 2015-82	CEO/HR
	Deputy Oath	Sworn job classifications—County Clerk Form 13	CEO/HR
	PART-TIME Employees: PARS forms	Risk Mgmt/Benefits Forms	SCAN TO BENEFITS

RISK MANAGEMENT

✓	DESCRIPTION OF FORM OR DOCUMENT	EXPLANATION	DISTRIBUTE TO:
	Medical Provider Network Brochure—Spanish version available upon request from RMD	Revised 4/13	EMPLOYEE
	Acknowledgement Form Confirming Receipt of WC and MPN brochures	Memo revised 7/1/13	CEO/HR
	DWC—Time of Hire Pamphlet	Revised 12/20/12	EMPLOYEE
	Post Offer/Pre-Placement Screening Passport—US Healthworks	Click on the drop down menu first to select	CEO/HR
	Family Medical Leave of Absence Policy (FMLA)	Revised 1/09	EMPLOYEE
	Certification of Health Care Provider For Family Leave	Revised 6/15	EMPLOYEE
	Your Rights and Responsibilities under Family Medical Leave of Absence (FMLA)	Revised 2/13	EMPLOYEE
	PART-TIME Employees: What Does Healthcare Reform Mean to You?	Part-Time Employees	EMPLOYEE

Effective 6-29-13 All Benefit Forms Should Be Sent Directly Via GroupWise E-Mail to: CountyBenefits@stancounty.com

EXTRA-HELP RETIRED COUNTY EMPLOYEE (Rehiring a Retiree as a Part Time Employee or PSC)

✓	DESCRIPTION OF FORM OR DOCUMENT	EXPLANATION	DISTRIBUTE TO:
	Hiring Retired StanCERA Member	Revised 5/5/2015	CEO/HR

RETIREMENT **All Retirement Forms Can Now Be Completed Online Before Printing!**

✓	DESCRIPTION OF FORM OR DOCUMENT	EXPLANATION	Distribute To:
	Retirement Member Enrollment Form	Revised 9/15 Attach copy of Birth Certificate	STANCERA
	Notice to Prospective Members Form 415	Revised 12/15	STANCERA
	Beneficiary Designation Form Instructions for Active Members	Revised 7/08	STANCERA
	Beneficiary Designation Form	Revised 7/12	STANCERA

Please scan Member Enrollment form to StanCERA & ID mail all originals to StanCERA

DEPARTMENT TO COMPLETE

Received Copy of Application Form <input type="checkbox"/> Yes <input type="checkbox"/>	Req No.:	Exam Plan:
Prepared by:	Department:	
Date of Completion:	Name of Payroll Clerk:	