Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

CHECKLIST FOR NEW HIRE - EXEMPT

Must print in Black or Blue ink ONLY.

Employee ID	Rcd No.	Last Name, First Name
Department		

PREREQUISITE

Note: *Prerequisite(s) must be completed and sent to Employment Human Resources prior to completing this packet*

Personnel Requisition (PR)*

- ☐ Manual - Include copy with packet
- ☐ Online

REQUIRED

- ☐ Beneficiary Designation for Life Insurance and AD&D
- ☐ Dental Plan Enrollment/Change Form *(dependent certification is required)*
- ☐ Direct Deposit Authorization
- ☐ Employment Application or Resume if applicable
- ☐ Employment Status Wage Notification
- ☐ I-9 and E-Verify, Employment Eligibility Verification*
- ☐ Job Action Request (JAR)
- ☐ Medical Plan Enrollment/Change Form *(dependent certification is required)*
- ☐ Oath of Affirmation or Allegiance
- ☐ Personal Information/Emergency Contacts
- ☐ Policy Acknowledgement
- ☐ Premium Deduction Election
- ☐ Required Notice of New Health Insurance Marketplace Options *(notice must be provided within 14 days of hire)*
- ☐ Retirement System Contribution Election
- ☐ Social Security Form (Form SSA- 1945)
- ☐ W-4, Federal Withholding Allowance Certificate

REQUIRED (IF APPLICABLE)

- ☐ Advanced Step Hiring Request-New Employee Only*
- ☐ Automobile Election Agreement (Elected Officials & Exempt Group A & B)
- ☐ Beneficiary Designation for Last Paycheck (Last Warrant Designation)
- ☐ Bilingual Compensation Request - Level I*
- ☐ Bilingual Assessment & Compensation Request - Levels II or III*
- ☐ Bilingual Questionnaire/Justification - Levels II or III*
- ☐ Bilingual Assessment & Compensation Request - Safety Unit
- ☐ Cell Phone/Portable Communication Device Allowance (Elected Officials and Exempt Groups A & B)
- ☐ Combined Giving Campaign Contribution Election Agreement
- ☐ DE-4, State Withholding Allowance Certificate
- ☐ Disabled Dependent Certification
- ☐ Dual Appointment Agreement
- ☐ Form 700
- ☐ Job Share Contract
- ☐ Occupational Injury/Illness Personal Physician Request
- ☐ Opt-Out/Waiver Election Agreement for Medical and/or Dental Coverage
- ☐ Provisional Appointment Agreement*
- ☐ Underfill Agreement*
- ☐ Vision Plan Enrollment/Change Form (Exempt and Safety/Safety Management/Supervisory) *(dependent certification is required)*
- ☐ Other Forms *(if applicable)*

No Copies Needed In Packet

- ☐ Beneficiary Designation for VOYA***
- ☐ Beneficiary for SBCERA (SBCERA Beneficiary Designation/Change)
- ☐ Dependent Care Assistance Plan (DCAP) Enrollment***
- ☐ Medical Expense Reimbursement (FSA) Plan Enrollment***
- ☐ Salary Savings PST Deferred Compensation Plan Participation Agreement***
- ☐ SBCERA Membership Enrollment Affidavit**
- ☐ SBCERA Justification for Non-Signature of Spouse**
- ☐ Other Public Agency Service Credit Request for Retirement Medical Trust Fund Eligibility***

Incomplete Packets Will Be Returned

EMACS PASSWORD FOR NEW HIRE - The password for new hires is their social security number. The password will expire immediately requiring the employee to create a new password.

DISTRIBUTION: EMACS-HR (0030)
**Special Districts Human Resources (0450)*
*** San Bernardino County Employees' Retirement Association (SBCERA) (0014)*
****Employee Benefits & Services Division-HR (0440)*