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

CHECKLIST FOR
NEW HIRE - EXTRA-HELP/RECURRENT

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

- ☐ Direct Deposit Authorization
- ☐ Employment Application or Resume if applicable
- ☐ Employment Status and Wage Notification
- ☐ Extra-Help/Recurrent Appointment Agreement
- ☐ Job Action Request (JAR)
- ☐ I-9 and E-Verify, Employment Eligibility Verification*
- ☐ Oath of Affirmation or Allegiance
- ☐ Personal Information/Emergency Contacts
- ☐ Policy Acknowledgment
- ☐ Provided Employee a Required Notice of New Health
- ☐ Social Security Form (Form SSA-1945)
- ☐ W-4, Federal Withholding Allowance Certificate

REQUIRED (IF APPLICABLE)

- ☐ Advanced Step Hiring Request-New Employee Only*
- ☐ 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
- ☐ Bronze Plan Enrollment Form or Declination Agreement #
- ☐ Combined Giving Campaign Contribution Election Agreement
- ☐ DE-4, State Withholding Allowance Certificate
- ☐ Form 700
- ☐ Occupational Injury-Illness Personal Physician Request
- ☐ Position Number Request - Extra-Help/Recurrent/Contract
- ☐ Provisional Appointment Agreement*
- ☐ Underfill Agreement*

No Copies Needed In Packet

- ☐ Beneficiary Designation for VOYA**
- ☐ Salary Savings PST Deferred Compensation Plan Participation Agreement**

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)*
***Employee Benefits & Services Division-HR (0440)*

#Applies to employees working 30 hours or more per week who are not covered by an MOU/Compensation Plan