



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

## CHECKLIST FOR NEW HIRE - PSE

Must print in Black or Blue ink ONLY

Employee ID	Rcd. No.	Last Name, First Name
Department		

### REQUIRED

[Direct Deposit Authorization](#)

[Employment Status and Wage Notification](#)

[Extra-Help/Recurrent Appointment Agreement](#)

[I-9 and E-Verify, Employment Eligibility Verification\\*](#)

[Job Action Request \(JAR\)](#)

[Oath of Affirmation or Allegiance](#)

[DE-4, State Withholding Allowance Certificate](#)

[Personal Information/Emergency Contacts](#)

[Personnel Requisition \(PR\) - Manual\\*](#)

[Policy Acknowledgment](#)

[Provided employee a Required Notice of New Health Insurance Marketplace options \(notice must be provided within 14 days of hire\)](#)

[Social Security Form \(Form SSA-1945\)](#)

[W-4, Federal Withholding Allowance Certificate](#)

### REQUIRED (IF APPLICABLE)

[Beneficiary Designation for Last Paycheck \(Last Warrant Designation\)](#)

[Beneficiary Designation for VOYA\\*\\*](#)

[Bronze Plan Enrollment Form<sup>#</sup>](#)

[Declination Agreement](#)

[Combined Giving Campaign Contribution Election Agreement](#)

[Occupational Injury-Illness Personal Physician Request](#)

[Position Number Request - Extra-Help/Recurrent/Contract](#)

[PST Deferred Compensation Plan Participation Agreement\\*\\*](#)

### No Copies Needed in Packet

[Bilingual Compensation Request - Level I\\*](#)

[Bilingual Assessment & Compensation Request - Level II or Level III\\*](#)

[Bilingual Questionnaire/Justification - Levels II or III\\*](#)

[Bilingual Assessment & Compensation Request - Safety Unit Form 700](#)

### 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*