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

CHECKLIST FOR REGULAR TO 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

- ☐ Employment Status and Wage Notification
- ☐ Extra-Help/Recurrent Appointment Agreement
- ☐ Job Action Request (JAR)
- ☐ Social Security Form (Form SSA-1945)

REQUIRED (IF APPLICABLE)

- ☐ Advanced Step Hiring Request - New Employee Only*
- ☐ 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
- ☐ Bronze Plan Enrollment Form or Declination Agreement #
- ☐ Employment Application or Resume if applicable*
- ☐ Form 700
- ☐ Position Number Request - Extra-Help/Recurrent/ Contract
- ☐ Underfill Agreement*
- ☐ Other Forms (*if applicable)*

No Copies Needed in Packet

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

Incomplete Packets Will Be Returned

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