



HUMAN RESOURCES

New Employee Checklist

(Full Time/Part Time - Benefit Eligible)

This is a list of required forms and routing information

Employee Name: _____	Date of Hire: _____
EE SAP #: _____	Department: _____
Job Title: _____	Position #: _____

All required forms must be submitted to HR by the “Action Entry Deadline” indicated on the *Payroll Calendar* for the corresponding payroll cycle.

Human Resources (Mandatory Forms)

- Master Data Sheet (Signed by Department Head or Designee)
- Application &/or Resume
- Offer Letter*
- HR Approved Accelerated Rate of Pay (If applicable)
- I-9
- Designation of Beneficiary for Receipt of Final Payment
- PERS Member Enrollment Form
- PERS Survivor Beneficiary Designation
- Nepotism Statement
- Internet and Intranet Acceptable Use Policy Acknowledgment
- New Hire Policy Acknowledgment
- Welcome Letter
- Pregnant Workers’ Fairness Act Acknowledgment
- Fingerprint Payroll Deduction Authorization (If applicable)
- Form SSA-1945
- American Fidelity - HSA Application (Form A-1228)
- Life Insurance Beneficiary Designation
- OSHA-Nevada Workplace Safety
- Demographic Self-Identification Form ****Shred****

Comptroller/Payroll (Send directly to department)

- Direct Deposit Authorization Agreement
- W-4

Risk Management (Send directly to department)

- Authorization to Request Driving Record
- Communication/Electronic Device Use
- Subsequent Injury Program Form

*Other form as required