



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

CHECKLIST FOR NEW HIRE - PART-TIME REGULAR

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

- [Job Action Request \(JAR\)](#)
- [Personal Information/Emergency Contacts](#)
- [I-9 and E-Verify, Employment Eligibility Verification*](#)
- [Part-Time Agreement](#)
- [Bronze Plan Enrollment Form#](#)
- [Declination Agreement for Essential Health Plan Coverage#](#)
- [DE 4, State Withholding Allowance Certificate](#)
- [Policy Acknowledgment](#)
- [Salary Savings PST Deferred Compensation Plan Participation Agreement**](#)
- [Premium Deduction Election](#)

- [Provided employee a Required Notice of New Health Insurance Marketplace options \(notice must be provided within 14 days of hire\)](#)
- [Social Security Form \(Form SSA - 1945\)](#)
- [Employment Status and Wage Notifications](#)
- [Oath of Affirmation or Allegiance](#)
- [Direct Deposit Authorization](#)
- [W-4, Federal Withholding Allowance Certificate](#)
- [Beneficiary Designation for Last Paycheck \(Last Warrant Designation\)](#)

REQUIRED (IF APPLICABLE)

- [Advanced Step Placement Request*](#)
- [Beneficiary Designation for VOYA**](#)
- [Life Insurance and AD&D Enrollment Form](#)
- [Combined Giving Campaign Contribution Election Agreement](#)
- [Dependent Care Assistance Plan \(DCAP\) Enrollment**](#)
- [Disabled Dependent Certification](#)
- [Dual Appointment Agreement](#)
- [Job Share Contract](#)

- [Other Public Agency Service Credit Request for Retirement Medical Trust Fund Eligibility**](#)
- [457\(b\) Deferred Compensation Automatic Enrollment Declination Agreement**](#)
- [Occupational Injury/Illness Personal Physician Request Provisional Appointment Agreement*](#)
- [Medical Expense Reimbursement \(FSA\) Plan Enrollment**](#)
- [Underfill Agreement*](#)
- [Other Forms \(if applicable\)](#)
- [Teamster Member Only - New Hire Packet**](#)

No Copies Needed in Packet

- [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 700 Form](#)

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