



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

- [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](#)
- [PST Deferred Compensation Plan Participation Agreement](#)

REQUIRED (IF APPLICABLE)

- [Bronze Plan Enrollment Form#](#)
- [Declination Agreement for Essential Health Plan Coverage#](#)
- [Combined Giving Campaign Contribution Election Agreement](#)

- [Occupational Injury-Illness Personal Physician Request](#)
- [Position Number Request - Extra-Help/Recurrent/Contract](#)
- [Premium Deduction Election](#)

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