



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

CHECKLIST FOR NEW HIRE - EXTRA-HELP/RECURRENT

Must print in Black or Blue ink ONLY.

Employee ID	Rcd No.	Last Name, First Name
Department		

PREREQUISITE

- [Manual PR - Include copy with packet](#)
- [Post Retirement Verification Form](#)

Online PR

Note: Personnel Requestion (PR) must be completed and sent to Employment-Human Resources prior to completing this packet. Post Retirement Verification Form must be completed prior to On-Board.

REQUIRED

- [Direct Deposit Authorization](#)
- [Employment Status and Wage Notification](#)
- [Extra-Help/Recurrent Appointment Agreement](#)
- [Job Action Request \(JAR\)](#)
- [I-9 and E-Verify, Employment Eligibility Verification](#)
- [Bronze Plan Enrollment Form#](#)
- [Declination Agreement for Essential Health Plan Coverage#](#)
- [DE-4, State Withholding Allowance Certificate](#)
- CEHW Clearance Date: _____

- [Oath of Affirmation or Allegiance](#)
- [Personal Information/Emergency Contacts](#)
- [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](#)
- [Beneficiary Designation for Last Paycheck \(Last Warrant Designation\)](#)
- [Salary Savings PST Deferred Compensation Plan Participation Agreement](#)

REQUIRED (IF APPLICABLE)

- [Advanced Step Placement Request](#)
- [Combined Giving Campaign Contribution Election Agreement](#)
- [Occupational Injury-Illness Personal Physician Request](#)

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

No Copies Needed In Packet

[Bilingual Forms](#)

[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)

#Applies to employees working 30 hours or more per week who are not covered by an MOU/Compensation Plan