



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		

PREREQUISITE

[Post Retirement Verification form](#)

Note: Post Retirement Verification form needs to be completed prior to On-Board.

REQUIRED

[Personnel Requisition \(PR\) - Manual](#)

[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](#)

[Policy Acknowledgment](#)

CEHW Clearance Date: _____

[Personal Information/Emergency Contacts](#)

[Beneficiary Designation for Last](#)

[Paycheck \(Last Warrant Designation\)](#)

[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)

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