



CHECKLIST FOR RETURN FROM LEAVE (With Right/Without Right/Medical Leave of Absence)

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name
Department		

PREREQUISITE (IF APPLICABLE)

Note: Prerequisite(s) must be completed and sent to Employment-Human Resources prior to completing this packet

Personnel Requisition (PR)* – Required only if employee is not returning to original department and Job Code Title

[Manual – Include copy with packet](#)

Online

REQUIRED

- [Job Action Request \(JAR\)](#)
- [Employment Status and Wage Notification](#)
- [Premium Deduction Election](#)
- [Medical Plan Enrollment/Change
\(dependent certification is required\)](#)
- [Dental Plan Enrollment/Change
\(dependent certification is required\)](#)

[Social Security Form \(Form SSA-1945\)](#)

[Beneficiary Designation for Life Insurance](#)

Note: Employees must complete the above form if they want to designate a beneficiary. Former beneficiary designation is no longer in effect.

REQUIRED (IF APPLICABLE)

- [Advanced Step Hiring Request-New Employee Only](#)
- [Automobile Election Agreement](#)
- [Beneficiary Designation for Last Paycheck \(Last Warrant Designation\)](#)
- [Bilingual Forms](#)
- [Combined Giving Campaign Contribution Election Agreement](#)
- [DE-4, State Withholding Allowance Certificate](#)
- [Direct Deposit Authorization](#)
- [Job Share Contract](#)
- [Oath of Affirmation or Allegiance](#)
- [Opt-Out/Waiver Election Agreement for Medical and/or Dental Coverage](#)
- [Underfill Agreement](#)

- [Disabled Dependent Certification](#)
- [Part-Time Employment Agreement](#)
- [Personal Information/Emergency Contacts](#)
- [Provisional Appointment Agreement](#)
- [SBCERA Membership Tier Verification Form](#)
- [SBCERA Waiver of Membership Form](#)
- [W-4, Federal Withholding Allowance Certificate](#)
- [Vision Plan Enrollment/Change Form](#)

No Copies Needed In Packet

- [Dependent Care Assistance Plan \(DCAP\) Enrollment](#)
- [Medical Expense Reimbursement \(FSA\) Plan Enrollment](#)

Incomplete Packets Will Be Returned