



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

CHECKLIST FOR RETURNING RETIREE

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

- [Beneficiary Designation for Last Paycheck \(Last Warrant Designation\)](#)
- [Direct Deposit Authorization](#)
- [Employment Status and Wage Notification](#)
- [Job Action Request \(JAR\)](#)
- [I-9 and E-Verify, Employment Eligibility Verification*](#)
- [Oath of Affirmation or Allegiance](#)
- [Personal Information/Emergency Contacts](#)

- [Policy Acknowledgment](#)
- [Provided employee a Required Notice of New Health Insurance Marketplace options \(notice must be provided within 14 days of hire\)](#)
- [Returning Retiree](#)
- [SBCERA Certification - Re-employment of SBCERA Retiree](#)
- [Social Security Form \(Form SSA-1945\)](#)
- [W-4, Federal Withholding Allowance Certificate](#)

REQUIRED (IF APPLICABLE)

- [Bilingual Compensation Request - Level I*](#)
- [Bilingual Assessment & Compensation Request - Level II or Level III*](#)
- [Bilingual Questionnaire/Justification - Levels II or III*](#)
- [Bilingual Assessment & Compensation Request - Safety Unit](#)
- [Bronze Plan Enrollment Form #](#)
- [Declination Agreement](#)

- [Combined Giving Campaign Contribution Election Agreement](#)
- [DE-4, State Withholding Allowance Certificate Form 700](#)
- [Occupational Injury-Illness Personal Physician Request](#)
- [Position Number Request](#)
- [Provisional Appointment Agreement*](#)
- [Underfill Agreement*](#)

No Copies Needed in Packet

[Beneficiary Designation for VOYA**](#)

Incomplete Packets Will Be Returned

Distribution: EMACS-HR (0030)

*Special Districts Human Resources (0450)

**Employee Benefits & Services Division-HR (440)

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