

NEW EMPLOYEE UNDER 18 CHECKLIST

FORM	REQUIREMENT	COMPLETE?
Parent/School Authorization or Summer Parent Authorization	<i>Employee Information</i>	<input type="checkbox"/>
	<i>Employee Signature</i>	<input type="checkbox"/>
	<i>Parent Authorization</i>	<input type="checkbox"/>
	<i>School Authorization</i>	<input type="checkbox"/>
Personnel Action Form “PAF”	<i>Section 1</i>	<input type="checkbox"/>
	<i>Section 3 Signature and Date</i>	<input type="checkbox"/>
Sick Leave Policy	<i>All Sections Read</i>	<input type="checkbox"/>
Form W-4 “Withholding Allowance Certificate”	<i>Lines 1-6 <u>or</u> Lines 1-4 + 7</i>	<input type="checkbox"/>
	<i>Signature and Date</i>	<input type="checkbox"/>
I-9 Form “Employment Eligibility Verification”	<i>Section 1</i>	<input type="checkbox"/>
	<i>Signature and Date</i>	<input type="checkbox"/>
Acceptable Documentation For I-9 Form	<i>List A Document <u>or</u> List B + List C Documents (see page 9 of I-9 Form)</i>	<input type="checkbox"/> A <u>or</u> <input type="checkbox"/> B and <input type="checkbox"/> C
Obtain Proof of Age and Social Security Card	<i>Birth Certificate or Driver’s License</i>	<input type="checkbox"/>
	<i>Social Security Card</i>	<input type="checkbox"/>
DRS Retirement Status Form	<i>Employee Information Box</i>	<input type="checkbox"/>
	<i>Signature and Date</i>	<input type="checkbox"/>
Employee Online Training “Safety Training”	<i>Employee Information</i>	<input type="checkbox"/>
Direct Deposit Form “Authorization Agreement for Automatic Payroll Deposits”	<i>Employee Info + Net Pay & Financial Institution Box</i>	<input type="checkbox"/>
	<i>Signature and Date</i>	<input type="checkbox"/>
Backup Documentation for Direct Deposit	<i>Void Check <u>or</u> Savings Deposit Slip <u>or</u> Printout from Bank</i>	<input type="checkbox"/>
District Application	<i>All Sections</i>	<input type="checkbox"/>
	<i>Signature and Date</i>	<input type="checkbox"/>

Questions? Email Michelle (michelle@biparks.org) or Amy (amy@biparks.org)