

# NEW EMPLOYEE PAPERWORK CHECKLIST

<i>FORM</i>	<i>REQUIREMENT</i>	<i>COMPLETE?</i>
<b>Background Check “Disclosure and Authorization”</b>	Read the document	<input type="checkbox"/>
	<i>Signature and Date</i>	<input type="checkbox"/>
<b>Personnel Action Form “PAF”</b>	<i>New Employees - all sections</i>	<input type="checkbox"/>
	<i>Obtain ALL signatures</i>	<input type="checkbox"/>
Obtain Proof Of Vaccine		<input type="checkbox"/>
<b>Form W-4 “Withholding Allowance Certificate”</b>	<i>Lines 1-6 <u>or</u> Lines 1-4 + 7</i>	<input type="checkbox"/>
	<i>Signature and Date</i>	<input type="checkbox"/>
<b>I-9 Form “Employment Eligibility Verification”</b>	<i>Section 1</i>	<input type="checkbox"/>
	<i>Signature and Date</i>	<input type="checkbox"/>
<b>Acceptable Documentation For I-9 Form</b>	List A Document <u>or</u> List B + List C Documents (see page 9 of I-9 Form)	<input type="checkbox"/> A <u>or</u> <input type="checkbox"/> B and <input type="checkbox"/> C
<b>DRS Retirement Status Form</b>	<i>Employee Information Box</i>	<input type="checkbox"/>
	<i>Signature and Date</i>	<input type="checkbox"/>
<b>Employee Online Training “Safety Training”</b>	<i>Employee Information</i>	<input type="checkbox"/>
<b>Direct Deposit Form “Authorization Agreement for Automatic Payroll Deposits”</b>	Employee Info + Net Pay & Financial Institution Box	<input type="checkbox"/>
	<i>Signature and Date</i>	<input type="checkbox"/>
<b>Backup Documentation for Direct Deposit</b>	Void Check <u>or</u> Savings Deposit Slip <u>or</u> Printout from Bank	<input type="checkbox"/>
<b>District Application</b>	<i>All Sections</i>	<input type="checkbox"/>
	<i>Signature and Date</i>	<input type="checkbox"/>

Once you have completed your paperwork, bring in with the original documents required for the I9 form to your supervisor

Questions? Email Stephanie ([stephanieb@biparks.org](mailto:stephanieb@biparks.org)) or Amy ([amy@biparks.org](mailto:amy@biparks.org))