

# NEW EMPLOYEE PAPERWORK CHECKLIST

<b>FORM</b>	<b>REQUIREMENT</b>	<b>COMPLETE?</b>
<b>Background Check</b>	Complete using AssureHire	<input type="checkbox"/>
<b>Personnel Action Form "PAF"</b>	New Employees - all sections Signature and Date	<input type="checkbox"/> <input type="checkbox"/>
<b>Form W-4 "Employee's Withholding Certificate"</b>	Complete All Sections Signature and Date	<input type="checkbox"/> <input type="checkbox"/>
<b>I-9 Form "Employment Eligibility Verification"</b>	Section 1 Signature and Date	<input type="checkbox"/> <input type="checkbox"/>
<b>Acceptable Documentation for I-9 Form</b>	List A Document <u>or</u> List B + List C Document (see page 2 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>	Employee Information Box Signature and Date	<input type="checkbox"/> <input type="checkbox"/>
<b>Employee Online Training NeoGov Learn</b>	Employee Information	<input type="checkbox"/>
<b>Direct Deposit Form "Authorization Agreement for Automatic Payroll Deposits"</b>	Employee Info + Net Pay & Financial Institution Box Signature and Date	<input type="checkbox"/> <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>	All Sections Signature and Date	<input type="checkbox"/> <input type="checkbox"/>

Once you have completed your paperwork, bring in 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))