

NEW EMPLOYEE UNDER 18 CHECKLIST

FORM	REQUIREMENT	COMPLETE?
Personnel Action Form "PAF"	Section 1 Signature and Date	<input type="checkbox"/> <input type="checkbox"/>
Sick Leave Policy	All Sections Read	<input type="checkbox"/>
Form W-4 "Employee's Withholding Certificate"	Complete All Sections Signature and Date	<input type="checkbox"/> <input type="checkbox"/>
I-9 Form "Employment Eligibility Verification"	Section 1 Signature and Date	<input type="checkbox"/> <input type="checkbox"/>
Acceptable Documentation for I-9 Form	List A Document <i>or</i> List B + List C Document (see page 2 of I-9 Form)	<input type="checkbox"/> A <i>or</i> <input type="checkbox"/> B and <input type="checkbox"/> C
DRS Retirement Status Form	Employee Information Box Signature and Date	<input type="checkbox"/> <input type="checkbox"/>
Employee Online Training NeoGov Learn	Employee Information	<input type="checkbox"/>
Direct Deposit Form "Authorization Agreement for Automatic Payroll Deposits"	Employee Info + Net Pay & Financial Institution Box Signature and Date	<input type="checkbox"/> <input type="checkbox"/>
Backup Documentation for Direct Deposit	Void Check <i>or</i> Savings Deposit Slip <i>or</i> Printout from Bank	<input type="checkbox"/>
District Application	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) or Amy (amy@biparks.org)