NEW EMPLOYEE CHECKLIST For Payroll Processing

New Employee Name: **Start Date:**

Required Documents from New Employee Forms Completed in Advance By EMPLOYEE (e.g. emailed instructions & accessed online)				
#	Check (X) when Completed	Required Documents for New Hires	Date Received	Employee Initials
1	❑	Offer Letter		
2	❑	Federal Withholding		
3	❑	State Withholding		
4	❑	Emergency Contact Form		
5	❑	Designation of Paycheck in case of Death		
6	❑	SSA-1945		
7	❑	CalPERS Membership Reciprocal Self-Certification Form		
8	❑	Enrollment Record Deferred Compensation (non PERSable)		
9	❑	Direct Deposit/PayCard (w/voided check)		
10	❑	Pre-Designation of Physician, optional		
11	❑	Union Payroll Deduction Authorization, if applicable		
12	❑	Authorization to Conduct Background, if applicable		

Required Documents for New Employee Forms Explained/Distributed by Dept Payroll Rep (e.g. during pre-hire appointment)				
#	Check (X) when Finalized	Required Documents for New Hires	Date Completed	Payroll Rep Initials
1	❑	New Employee Entry Record		
2	❑	Element Entry Form (Benefited Employee)		
3	❑	I-9 (Employment Eligibility / Identity & Employment Authorization)		
4	❑	Copy of SSN Card for Central Payroll Operations		

Human Resource Dept Authorization Documents Attached by Dept Payroll Rep				
#	Check (X) to Confirm	Required Documents for New Hires	Date Attached	Payroll Rep Initials
1	❑	Neogov Requisition		
2	❑	Neogov Hire/Personnel Action Form		
3	❑	City Application (Resume/Supplemental/Certificate, etc.)		
4	❑	Paper Requisition, if applicable (i.e., w/supporting docs) -Justification Memo -TSCE/ELDE Agreement and Review Forms -Provisional, CSB Approval		

Completed By (PRINT):_____ **Delivered to Central Payroll**
Date:_____ **on (Timestamp):**

(REV 03/01/2019)