

## NEW HIRE CHECKLIST

Employee Name: \_\_\_\_\_

DOH \_\_\_\_\_

Employee No. \_\_\_\_\_

### NEW HIRE DOCUMENTS

- \_\_\_ Personnel Action Form
- \_\_\_ Employee Information Sheet
- \_\_\_ Declination of Health Insurance (**required if employee declines health insurance**)
- \_\_\_ ACA Acknowledgement Form
- \_\_\_ Policy Acknowledgement Signature Page (**Sexual Harassment and Drug Free Workplace Policy**)
- \_\_\_ GSEPS Auto-Enrollment Acknowledgement Form
- \_\_\_ Worker's Compensation Acknowledgement Form
- \_\_\_ Outstanding Wages & Other Monies Beneficiary Election
- \_\_\_ Application (**ADA**) (**INV**) (**SEC**) (**Located under: Most Popular Forms**)
- \_\_\_ Appointment Orders (**ADA**) (**VA**) (**INV**)
- \_\_\_ Oath of office (**ADA**)
- \_\_\_ Loyalty Oath
- \_\_\_ Selective Service Verification (**If Applicable**)
- \_\_\_ Military Orders (**If Applicable**)
- \_\_\_ I-9 Employment Eligibility Form (**send copy of IDs used with form, see back of I-9 form for a list of acceptable documents**)
- \_\_\_ W-4 Federal Withholding Allowance
- \_\_\_ G-4 State Withholding Allowance
- \_\_\_ Direct Deposit (**send copy of voided check**)
- \_\_\_ JRS Membership Application (**District Attorneys Only**)
- \_\_\_ JRS Spousal Benefit Coverage (**District Attorneys Only**)
- \_\_\_ Georgia United Credit Union Application (**Optional**)
- \_\_\_ Drug Screening Form (**Available in Circuit Office**)