FORMS CHECKLIST

- [ ] Step 1 - Complete New Hire On-Line Orientation
- [ ] Step 2 - Complete the Benefits Checklist and gather all required documents/forms to be submitted to HR Rep.
- [ ] Step 3 - Complete the Forms Checklist to be sure you have all required documents.
- [ ] Step 4 - Hand Deliver documents on or before your first day of work to HR Rep.

Benefits

Required Documents to be submitted to HR Rep	How to Submit
Health Insurance Enrollment Form	Hard Copy to HR Rep (completed and signed)
Dependent Documentation (If Needed)	Hard Copy to HR Rep (Copy of document permitted)

Direct Deposit

Required Documents to be submitted to HR Rep	How to Submit
Direct Deposit Enrollment Form	Hard Copy to HR Rep.
Voided Check or Deposit Slip	Hard Copy to HR Rep.

Employee Information

Required Documents to be submitted to HR Rep	How to Submit
Employee Data Sheet	Hard copy to HR Rep.

Employee Eligibility Verification

Required Documents to be submitted to HR Rep	How to Submit
I-9 Form	Hard Copy to HR Rep
Required Form(s) of documentation	Hard Copy to HR Rep (document will be returned to employee)

KPERS

Required Documents to be submitted to HR Rep	How to Submit
Designation of Beneficiary Form	Hard Copy to HR Rep

TAXES

Required Documents to be submitted to HR Rep	How to Submit
W-4 Federal Withholding Form	Hard Copy to HR Rep
K-4 Kansas Withholding Form	Hard Copy to HR Rep

Policies and Procedures

Required Documents to be submitted to HR Rep	How to Submit
Employee Oath (do not sign until signature is witnessed)	Hard Copy to HR Rep
IT Policy	Hard Copy to HR Rep
Compsensitory Time Agreement Form	Hard Copy to HR Rep
Agreement to Comply	Hard Copy to HR Rep