

City of San Rafael
New Hire Paperwork Checklist

Department should complete this form **UPON RECEIPT OF ALL REQUIRED PAPERWORK** and return all signed forms to HR no later than the employee's first day of work or 3 days before the end of the pay period, whichever is sooner. All forms are available on the HR intranet (<https://intranet.cityofsanrafael.org/hr/default.aspx>) in the *Recruitment & New Hire Related* folder. All City Policies can be found under the Policies and Procedures main tab at the top of the page.

Employee: _____ Received by: _____
Dept Rep _____

Job Title: _____ Start Date: _____

ID Card Request *(DO NOT Submit to HR. Include cover sheet if requesting access to City hall locked offices, Police Dept or Public Works)*

Received in department:

- 1 PAR (Personnel Action Report) Form - *Make sure all information is easy to understand & accurate (Dates, Dept. Cost Code, etc.)*
- 2 Employee Emergency Information Form
- 3 W-4 Federal Employee's Withholding Allowance *(MUST be a CLEAN copy; NO white out or crossed out info)*
- 4 DE-4 State of Calif. Employee's Withholding Allowance *(MUST be a CLEAN copy; NO white out or crossed out info)*
- 5 I-9 Form *(Original documents must be reviewed and form signed off by department. Copies of documents must be attached to form.)*
- 6 Appropriate SSA-1945 form - *Statement concerning employment not covered by Social Security*
- 7 PARS Info Handout *(ONLY for temp/seasonals or regular employees who are less than 75% FTE; Retirees are NOT enrolled in PARS)*
- 8 PARS Beneficiary form *(ONLY for temp/seasonals or regular employees who are less than 75% FTE; Retirees are NOT enrolled in PARS)*
- 9 Direct Deposit Form *(attach voided check)*
- 10 Oath Document
- 11 *For MCERA Retirees ONLY:* MCERA Post-Retirement Employment Certification (General or Safety)

For TEMP/SEASONAL employees:

- _____ At-Will Employment Form *(ALSO for Management, Mid-Management & Fixed-Term employees)*
- _____ Temp/Seasonal Memo from HR Department *(ALSO for Fixed-Term employees)*
- _____ Hep-B Fact Sheet and Declination or Request Form *(check with Rhonda for specific Job Classes)*
- check each* _____ Acknowledgements*: IIP, Harassment Policy; If Applicable: Work Comp, Computer Use, Job Description
- *Employee should receive WC policy, but signed form is only required if designating a personal doctor for treatment of a work-related injury or illness
- _____ DMV Pull Notice Authorization Form *(ONLY for temp or volunteer who will be driving as part of job duties)*

OTHER HANDOUTS: No signature required, but must be given to ALL Temp/Seasonal employees.

- check each* _____ **ACA:** Marketplace Exchange Letter, ACA Information Sheet - Part A, Healthcare Reform FAQs
- _____ Government Pension Offset
- _____ Windfall Eliminate Provision
- _____ Paid Sick Time Policy for Temporary/Seasonal Employees & Memo to Employee
- _____ Victims of Domestic Violence Leave Notice

Payroll and HR work closely together, often with very tight deadlines, to make sure all information is entered in a correct and timely manner. Please let HR know if you have any questions or suggestions that will make this process work more smoothly.

Regular hire & Fixed-Term employees should contact HR at 485-3063 as soon as possible to schedule a Benefits Orientation. All benefits paperwork will be provided at the orientation.