

City of San Rafael
New Hire Paperwork Checklist
Temporary/Seasonal Employees

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 website (<https://employees.cityofsanrafael.org/departments/human-resources/>) in the *New Hire Orientation Documents*. All City Policies can be found under the Policies and Procedures tab.

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 SSA-1945 form - *Statement concerning employment not covered by Social Security*
- 7 PARS Info Handout *(ONLY for temp/seasonals employees who are less than 75% FTE)*
- 8 PARS Beneficiary form *(ONLY for temp/seasonals employees who are less than 75% FTE)*
- 9 Direct Deposit Form *(attach voided check)*
- 10 Oath Document & Disaster Service Worker Brochure
- 11 *For MCERA Retirees ONLY:* MCERA Post-Retirement Employment Certification (General or Safety)
- 12 At-Will Employment Form
- 13 Temp/Seasonal & Fixed-Term Employee Memo from HR Department
- 14 Job Description and Acknowledgement of Receipt- Job Description
- 15 Social Security Card *(original card must be reviewed and signed off by department. Copies of card must be attached)*

REVIEW THE FOLLOWING:

check each Acknowledgements*: IIP, Harassment Policy, Work Comp, Computer Use
 Drug & Alcohol Policy (Non-DOT)

**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*

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

ONLY IF APPLICABLE:

- _____ Hep-B Fact Sheet and Declination or Request Form *(check list of job classifications that are considered to have occupational exposure)*
- _____ DMV Pull Notice Authorization Form & Vehicle Use Policy *(ONLY if driving as part of regular assigned job duties)*
- _____ Policy & Statement Acknowledging Requirement to Report Child Abuse *(Mandatory for all Police personnel and FF-PM and EMTs)*

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.