

**City of San Rafael**  
**New Hire Paperwork Checklist**  
**Fixed-Term 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 intranet (<https://employees.cityofsanrafael.org/departments/human-resources/>) 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  SSA-1945 form - *Statement concerning employment not covered by Social Security*
- 7  Direct Deposit Form (*attach voided check*)
- 8  Oath Document & Disaster Service Worker Brochure
- 9  *For MCERA Retirees ONLY:* MCERA Post-Retirement Employment Certification (General or Safety)
- 10  At-Will Employment Form
- 11  Temp/Seasonal & Fixed-Term Employee Memo from HR Department
- 12  Job Description and Acknowledgement of Receipt- Job Description

**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*)

*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.*

**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.**