

**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

**REVIEW THE FOLLOWING:**

*check each* Acknowledgements\*:  IIP,  Harassment Policy,  Work Comp,  Computer Use  
*\*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 e*)  
 \_\_\_\_ 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.**