

City of San Rafael
New Hire Paperwork Checklist
Unrepresented Executives & Management

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
- 10 At-Will Employment Form
- 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.

Unrepresented management employees should contact HR at 485-3474 as soon as possible to schedule a Benefits Orientation. All benefits paperwork will be provided at the orientation.