

## 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 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  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 & Disaster Service Worker Brochure
- 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)*
  - 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

**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 with Rhonda for specific Job Classes)*
- \_\_\_\_\_ 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.*

**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.**