

## NEW EMPLOYEE CHECKLIST - PAPERWORK

| Form  | Received |
|---|----------|
| Personnel Policy & Acknowledgement                        |          |
| Smoking Policy Acknowledgement                            |          |
| Driving Policy Acknowledgement (if applicable)            |          |
| Employee Information                                      |          |
| Customer Service Standards                                |          |
| WENK Acknowledgement                                      |          |
| Dress Code Policy & Acknowledgement                       |          |
| Employee Equipment Form                                   |          |
| Offer Letter – Signed (optional depending on department)  |          |
| Job description (optional depending on department)        |          |
| Employment Application (optional depending on department) |          |
| Resume/Cover Letter (optional)                            |          |
| VRS Designation of Beneficiary – VRS-2 (Online)           |          |
| Minnesota Life Enrollment Application (optional)          |          |
| The Local Choice Enrollment Application                   |          |
| Notice of Employee Change                                 |          |
| Direct Deposit Agreement                                  |          |
| Form W-4  |          |
| Form VA-4   |          |
| Form I-9 with supporting documents (Binder)               |          |
| Equal Employment Opportunity (EEO-1) & Acknowledgement    |          |

|   |  |
|---|--|
| Voluntary Self-Identification of Disability & Acknowledgement |  |
| Voluntary Self-Identification of Veterans & Acknowledgement   |  |
| Holiday & Pay Calendar  |  |
| Pay Periods & Check Dates                                     |  |