

**FTHR/PTHR EMPLOYEE NEW HIRE CHECKLIST**

EE Name: \_\_\_\_\_

EE# \_\_\_\_\_

Date of Hire: \_\_\_\_\_

**FORMS**

- Salary Action
- Direct Deposit
- Payroll Dates
- Designation of Person
- Oath of Office
- Employee Personal Information Form
- CalPERS Membership Questionnaire
- Retirement Questionnaire
- Reciprocal Self-Certification Form PERS
- Employee Acknowledgment Form
- Admin Manual Title 10
- Admin Manual Title 12
- Rights of Victims of Domestic Violence Information
- Transgender Rights in the Workplace
- LGBTQ+ Fact Sheet
- Hate Violence & Civil Rights
- Disaster Service Workers Handout
- Sexual Harassment Handout
- MOU Summary
- Health Care Reform Notice/ACA Information Handout
- Federal Privacy Act
- Electronic Systems Policy
- Lactation Policy
- Vector Solutions Log-in Handout
- Personal Physician Pre-Designation Form
- Notice to Employee

Return To Personnel	Give to Employee
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**Please return to the Personnel Department by the 3<sup>rd</sup> day of employment.**