



NEW EMPLOYEE PAPERWORK CHECKLIST

Employee Name: _____

This Checklist is provided for your use to assure you have completed paperwork required to process you as a new employee.

Personal Data Form

Information Form

Employment Eligibility Verification (Form I-9)

Confidentiality/FERPA Form

CalPERS Reciprocal Self-Certification Form

Voluntary Self-Identification Form

Veteran Self-Identification Form for Employees

Voluntary Self-Identification of Disability

Employee Action Request

Predesignation of Personal Physician

Direct Deposit Enrollment Authorization

Policy Acknowledgement Checklist