

New Hire / Rehire Packet

There are two different ways below that you may choose to go through this New Hire / Rehire packet.

1. View the New Hire / Rehire Packet Slide Show. This power point gives you a brief explanation of what the forms or documents in the New Hire/Rehire Packet are for, a link to the form or document, and instructions for completing the forms. This slide show is arranged in the same order as the New Hire / Rehire Packet Checklist below.

[New Hire / Rehire Packet Slide Show](#) - (large file-may take some time to open)

2. Review the packet on your own by clicking on each link below. It is YOUR RESPONSIBILITY to read and familiarize yourself with all the information contained below. Please check off each item as you view, print it, or complete it. Please sign and date at the bottom of the page.

| | | |
|--|--|--------------------------|
| Report for Work Notice | (Return to HR during first week of employment) | <input type="checkbox"/> |
| W-4 Employee's Withholding Certificate (Federal) | (Return to HR during first week of employment) | <input type="checkbox"/> |
| MI-W4 Employee's Withholding Exemption Certificate (State) | (Return to HR during first week of employment) | <input type="checkbox"/> |
| City Withholding Exemption Certificate (if applicable) | (Return to HR during first week of employment) | <input type="checkbox"/> |
| Homeland Security Employment Eligibility Verification Form (I-9) | (Return to HR during first week of employment) | <input type="checkbox"/> |
| Copy of Social Security Card | (Return to HR during first week of employment) | <input type="checkbox"/> |
| Retirement: New Employee Orientation (Required) | | <input type="checkbox"/> |
| Retirement and Deferred Compensation Plan Highlights (optional) | | <input type="checkbox"/> |
| Oath of Office | (Return to HR during first pay period) | <input type="checkbox"/> |
| Final Compensation Beneficiary Designation | (Return to HR during first pay period) | <input type="checkbox"/> |
| Life Insurance and Accidental Death Beneficiary Designation | (Return to HR during first pay period) | <input type="checkbox"/> |
| Acceptable Use of Information Technology Standard 1340.00.01 | | <input type="checkbox"/> |
| Acceptable Use of Information Technology Standard Receipt | (Return to HR during first pay period) | <input type="checkbox"/> |
| State Board of Ethics Information | | <input type="checkbox"/> |
| Ethical Standards and Conduct Policy | | <input type="checkbox"/> |
| Disclosure of Interest | (Return to HR during first pay period) | <input type="checkbox"/> |
| Civil Service Rulebook (bookmark in your favorites for future reference) | | <input type="checkbox"/> |
| Civil Service Rulebook Receipt | (Return to HR during first pay period) | <input type="checkbox"/> |
| LARA Employee Handbook and Department Policies (bookmark in your favorites for future reference) | | <input type="checkbox"/> |
| LARA Employee Handbook and Policies Receipt | (Return to HR during first pay period) | <input type="checkbox"/> |
| Employee Rights & Responsibilities under the Family Medical Leave Act | | <input type="checkbox"/> |
| Direct Deposit Notice | | <input type="checkbox"/> |
| Payroll Direct Deposit Authorization | (Return to HR during first pay period) | <input type="checkbox"/> |
| State Motor Vehicle Driver Agreement (Directors and Appointees only) | (Return to HR during first pay period) | <input type="checkbox"/> |
| State Motor Vehicle Driver Agreement | (Return to HR during first pay period) | <input type="checkbox"/> |

- [Politics & the Classified State Employee: Guide to Permitted / Prohibited Political Activities](#)
- [CS Rule, Section 2-10: Guide to Whistleblower Protection for the Classified Employee](#)
- [Prior Military Service Memo](#)
- [LARA Work Rules](#)
- [LARA Work Rules Acknowledgement of Receipt](#) (Return to HR during first pay period)
- [Discriminatory Harassment Policy / Work Rule](#)
- [Workplace Safety Policy / Work Rule](#)
- [Health Insurance Marketplace Coverage](#)
- [Discriminatory Harassment & Workplace Safety Policies/Work Rules Receipt](#) (Return to HR during first pay period)
- [Discriminatory Harassment E-Learning Course Instructions](#)
- [Drug & Alcohol Testing Program for All Employees](#) (Return the **Acknowledgement of Training form** to HR during first pay period)

By signing this form I have verified that I have received and viewed the forms and information listed above.

| | | |
|---|----------------------------|--------------|
| Employee Name (Please Print or Type) | Employee Signature: | Date: |
| | | |

All forms **MUST** be **SIGNED** and **RETURNED** to the *Office of Human Resources* **together with this checklist.**