

NEW HIRE CHECKLIST

Employee Name: _____

DOH _____

Employee No. _____

NEW HIRE DOCUMENTS

- ___ Personnel Action Form
- ___ Employee Information Sheet
- ___ ACA Acknowledgement Form
- ___ Policy Acknowledgement Signature Page (**Sexual Harassment and Drug Free Workplace Policy**)
- ___ GSEPS Auto-Enrollment Acknowledgement Form
- ___ Worker's Compensation Acknowledgement Form
- ___ Outstanding Wages & Other Monies Beneficiary Election
- ___ Application (**ADA**) (**INV**) (**SEC**) (**Located under: Most Popular Forms**)
- ___ Appointment Orders (**ADA**) (**VA**) (**INV**)
- ___ Oath of office (**ADA**)
- ___ Loyalty Oath
- ___ Selective Service Verification (**If Applicable**)
- ___ Military Orders (**If Applicable**)
- ___ I-9 Employment Eligibility Form (**send copy of IDs used with form, see back of I-9 form for a list of acceptable documents**)
- ___ W-4 Federal Withholding Allowance
- ___ G-4 State Withholding Allowance
- ___ Direct Deposit (**send copy of voided check**)
- ___ JRS Membership Application (**District Attorneys Only**)
- ___ JRS Spousal Benefit Coverage (**District Attorneys Only**)
- ___ Georgia United Credit Union Application (**Optional**)
- ___ Drug Screening Form (**Available in Circuit Office**)