

New Hire / Rehire Cover Sheet

Section A Employee Information	Last Name _____ Hire/Rehire Date _____
	First Name, Middle Initial _____ Red ID _____
	Job Title _____ Division _____

Section B Payroll Information	Primary Labor Account Number _____ Pay Rate _____ Range _____ Step _____
	Additional Labor Account Number _____ Pay Rate _____ Range _____ Step _____
	Additional Labor Account Number _____ Pay Rate _____ Range _____ Step _____

Section C Miscellaneous Information	Position Supervisory Classification: <input type="checkbox"/> Supervisory Position <input type="checkbox"/> Non-Supervisory Position
	Enroll in DMV Pull Program: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, must submit copy of DL and Operating Vehicles Policy Agreement
	Background Check Completed (if applicable) Date _____ Live Scan Completed (if applicable) Date _____

Section D Department Approvals	Lead / Supervisor Name (please print) _____
	Signature _____ Date _____
	Manager / Director Name (please print) _____
	Signature _____ Date _____

New Hire / Rehire Checklist

Required Forms (Return to Payroll)

Optional Forms Per Department

- Employment Application
- At Will Acknowledgement & Agreement
- Employee Emergency Contact Information
- W-4 Form
- Direct Deposit Authorization
- I-9 (with supportive documents)
- Confidential Data Sheet (N/A if Rehire)
- Wage Information Notice to Employee
- Code of Safe Practices
- Safety Orientation Checklist

- Cell Phone Reimbursement
- Computer Usage Agreement (Required with Network User Agreement)
- Network User Agreement
- On Duty Meal Period Agreement
- Operating Vehicles Policy Agreement
- Proof of Insurance
- Auto Insurance Coverage Verification
- Live Scan Employee Contract

Employee Forms (Provide to Employee)

Payroll Use Only

- New Hire Notice - Injuries Caused by Work
- Affordable Care Act Marketplace Exchange Notice
- Sexual Harassment Brochure
- Wage Information Notice to Employee
- For Your Benefit - DE2320
- Disability Insurance Provisions - DE2515
- Paid Family Leave Benefits - DE2511

If Rehire, Last Separation Date _____

Additional Labor Accounts Updated _____

Pay Group _____

Pay Status Updated _____

Direct Deposit Info Updated _____

Kronos WFC - Employee Role Profile Updated _____

Date Processed _____