

# New Park Employee Processing Check List

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Start Date: \_\_\_\_\_

EID#: \_\_\_\_\_

Contact #s: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Sent Supervisor Checklist to Supervisor

Uniform Order (if applicable)

Hire Processing Paperwork (Packet 1)		Benefits & Beneficiaries Continued	
Required Certifications (if applicable)		Deferred Compensation & Roth IRA Information	
Employment Eligibility I-9 Form (or optional link)		Affordable Care Act Handout	
Copy of Documents used for I-9		Benefit Election Form	
Mission Statement, Vision, & Values		Life Insurance Enrollment - Done ONLINE	
SDS Global Harmonization Training		<b>Links Sent Electronically</b>	
Loyalty Oath		Cash Handling Procedures Video & Training	
Photo consent & Badge picture taken		Benefit Election Options	
Employee Transaction Form		Org Chart & Phone List (after email set-up)	
Conditions of Employment Letter (HR sends)		<b>General Information</b>	
W-4 Federal Withholding Form		ADA Information	
DE4 State Withholding Form		The Work Number Brochure	
Check Warrant Designation		MPN Information & Worker's Comp Brochure	
Direct Deposit Request Form		Domestic Violence Time Off brochure	
Emergency Contact (Empl. Status Change Form)		Payroll Calendar	
		Employee Self Service Instructions	
		Pay Stub Sample	
<b>Policies &amp; Guidelines</b>		Timesheet (instructions done at work site)	
Electronic Media & Use Policy (A-50)	One single signature page in packet 1	Training Class Instructions	
Drug & Alcohol Abuse Policy (C-10)		Probationary Period, Attendance, & Evals	
Sexual Harassment Policy (C-25)		Respect Guidelines - Signature Needed	
Violence in the Workplace Policy (C-27)			
Code of Ethics & Waste Policy C-35			
Use of Electronic Devices Policy 3.5			
Use of Leave Time Policy 4.3			
Use of Park Vehicles 7.2			
Employee Handbook		<b>Rangers Only</b>	
Outside Employment Guidelines		Spanish for Rangers booklet	N/A
FMLA Notification		Ordinance 328	N/A
Authorization to Drive Form 30 (if applicable)			
DMV Record Check Form (if applicable)		<b>Headquarters Staff Only</b>	
		Alarm Code	
		Door Code	
<b>Benefits &amp; Beneficiaries</b>		<b>Management Staff Only</b>	
CalPERS Beneficiary Form		401A Money Purchase Plan Enrollment Form	N/A
CalPERS Reciprocal Self-Certification		DMV & Live Scan Review Forms for GM & AGM's	N/A
CalPERS Power of Attorney Booklet		At-Will (if applicable)	N/A
CalPERS Military Service Credit (MSD369)		Disciplinary Process Policy	N/A
		Relocation Policy (if applicable)	N/A

Employee Signature: \_\_\_\_\_

H.R. Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_