



Name

Hire Date

NEW EMPLOYEE CHECKLIST

Every new employee receives an Enrollment Package from the Assistant Fiscal Officer, who reviews the information included in the package with the employee.

Initials/Date

Documentation needed from Division/Legislative Manager

- Application
- Approval from Legislative Manager for hiring
- Salary information from Legislative Manager
- Employee email address from LASD
- Title

Forms to be turned in to Fiscal Office by Employee

- Employee Contact Sheet
- CPRB Tier Verification Form
- Federal & State Tax Forms
- I-9 Form (must be completed and copies of IDs used attached)
- Payroll Direct Deposit Form
- Travel Direct Deposit Form
- Access Card Form
- Release of Liability Forms
- Retirement Membership Form
- ACA Paperwork (paper PEIA Form)
- Empower Retirement
- Life Insurance (unless done online)
- Inform employee of Photo ID Requirement & Location
- At-will employment / Handbook acknowledgement
- Joint Committee Property Form
- PEIA

Optional Forms to be turned in to Fiscal Office

- Parking
- Mountaineer Flexible Benefits
- EPICS Access
- WVFIMS Access
- ADHOC Warehouse Access

Processing by Fiscal Office

- Employee entered into EPICS (Kevin)
- Employee entered into OASIS Vendor System (Crystal)
- Employee entered into HRM
- Personnel File created
- Background Check/Fingerprint Appointment
- Verification of Prior Service
- Employee entered in Leave System
- myApps/OASIS Access
- Parking Space Assigned (if wanted)
- Key Fob/ Access Card Issued
- Inform Drew Ross of new hire to add to website - (name, title, division)
- Inform Sheila Harvy of new hire to set up accounts & equipment by LASD (legal name, title, division)