New Employee Packet Checklist

Completed by Employee:

☐ I-9 Form with identification documents
☐ W-4
☐ Employee Biographical Data form
☐ Employee Acknowledgement form
☐ Proof of Selective Service Registration (Male U.S. citizens and male aliens living in the U.S. who are 18-25 years of age are required to register with the U.S. Selective Service System)
☐ Voluntary Self-Identification of Disability form
☐ Veteran’s Self-Identification form
☐ Teacher Retirement System Eligibility and Enrollment form (benefits-eligible faculty and staff are required to complete this form)
☐ Benefits Enrollment Information form (benefits-eligible faculty, staff, and graduate students are required to complete this form)

Completed by Department:

☐ Application
☐ Offer Letter, signed by employee
☐ Position Description, signed by employee (staff only)
☐ Reference Check form
☐ Employment Recommendation form (background check)