

New Hire Checklist

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| | Verify Director's Approval |
| | Quick Hire Form |
| | Badge |
| | Self Service Email |
| | Letter of Employment: must include, Position, Hours, Start date, Necessary documents, Salary |
| | Direct Deposit Authorization Form |
| | Direct Deposit form from Bank with Routing number and Account number, specify Checking or Savings |
| | Copy of Primary Identification |
| | Copy of second form of identification |
| | Emergency Contact Form |
| | Notarized Document |
| | Employment Application |
| | Personnel Sheet |
| | IT-2104 NYS withholding |
| | W-4 Federal Withholding |
| | Form I-9 |
| | Retirement Authorization Form |
| | RS 5420 Retirement Registration Paperwork (if enrolling) |
| | NYS Deferred Compensation Paperwork (if Enrolling) |
| | NYS Public Librarian Certificate (if needed) |
| | Working Papers (if needed) |
| | NYS Department of Labor Form |