

## CHECKLIST FOR NEW HIRES

### **Tax and Employment Forms- REQUIRED (Turn in to Human Resources)**

- \_\_\_\_\_ **HR Information** Form
- \_\_\_\_\_ **State Tax** Form
- \_\_\_\_\_ **Federal Tax** Form
- \_\_\_\_\_ **I-9 Form**\*Needs to be back to HR within 3 days of hire.
- \_\_\_\_\_ **Direct Deposit** Form
- \_\_\_\_\_ **Child Protection Act** Form - call 226-4702 (Campus Police) to schedule appointment, bring completed fingerprinting form back to Human Resources
- \_\_\_\_\_ **Receipt of Staff Manual** Form (staff manual is located on the college web site at [www.bsc.edu](http://www.bsc.edu) under Human Resources)
- \_\_\_\_\_ Drug-Free Campus and Workplace Policy Acknowledgement
- \_\_\_\_\_ Conflict of Interest Policy Statement

### **Benefits Enrollment Forms – REQUIRED (Turn in to Human Resources)**

- \_\_\_\_\_ **Health Enrollment** Form / **OR Waiver of Health Insurance** Form
- \_\_\_\_\_ **Mutual of Omaha Enrollment** Form (Life, AD&D, LTD)
- \_\_\_\_\_ **BeneTech Cafeteria Plan Enrollment** Form

### **Additional Benefits Forms- OPTIONAL (Turn in to Human Resources)**

- \_\_\_\_\_ **TIAA Agreement of Salary Reduction** Form
- \_\_\_\_\_ **Delta Dental Enrollment** Form
- \_\_\_\_\_ **VSP Vision Enrollment** Form

### **Other Administrative Forms / Actions / Training**

- \_\_\_\_\_ Workplace Harassment Online Training (**required**)
- \_\_\_\_\_ Phishing Training: Think Before You Click (**required**)
- \_\_\_\_\_ Parking Decal and Campus ID (Student Services)
- \_\_\_\_\_ Timekeeping Procedures and Pay Schedule (BSC HR website)
- \_\_\_\_\_ Employee Email/TheSIS Access Information Form
- \_\_\_\_\_ Online Access to W-2 (in TheSIS)
- \_\_\_\_\_ Driver Request and Employment Inquiry Release Form (if employee will drive for the College)
- \_\_\_\_\_ Driver Safety Online Training (if employee will drive for the College)