

NEW EMPLOYEE PROCESSING CHECKLIST

Employee Name _____ Date of Hire _____

Documents Required For Payroll Processing	Budgeted Employee	Graduate Assistant	Wage Employee
Employee Personal Data, HR-181 (and Disabled Veteran Status, HR-181-Disability)			
Employment Verification Eligibility, Form I-9			
Form W-4			
Direct Deposit Authorization, AG-501			
Copy of Social Security Card			
Intellectual Property Agreement, AG-470 <i>(2 copies—1 for employee, 1 for Payroll)</i>			
Summary & Acknowledgement of Employee Benefits & Responsibilities, AG-414 <i>(1 copy for employee, 1 copy for Payroll—send all 3 pages)</i>			
Employee In-Processing Acknowledgement, AG-415 <i>(Send both pages)</i>			
Statement of Selective Service Registration Status, AG-401 <i>(all males 18-25 yrs. of age)</i>			
On-line Verification of Selective Service Registration <i>(unless exempt)</i>			
Status Acknowledgement Form or other appropriate documents, such as ISS email for students <i>(for foreign nationals)</i>			
Background Check Completion <i>(required for all positions except 02 faculty)</i>			
Hiring Certificate <i>(not required for Post Doctoral Research Associate positions)</i>			
Signed Contingent Offer Letter			
Statement of Previous State Employment, AG-419, if applicable, sent to previous employer(s)			
Recommendation to Hire Applicant/Salary Quote, AG-412 <i>(required for Extension County Programs non-classified positions—attach to EPA)</i>			

Reminders	Budgeted Employee	Graduate Assistant	Wage Employee
Recruiting File Completed <i>(Hiring matrix, interview questions & answers, reference checks)</i>			
Employee User Account created and added to position description in GreatJobs			
Employee and Supervisor Certified Position Description in GreatJobs			
Required Training courses completed online via HR Connect <i>(*Employee must complete the courses within the first 30 days of employment if not Completed during employment processing.)</i>			
Benefit enrollment completed online			
Information Acknowledgement Form, HR-12 <i>(ORP-eligible position only)</i>			
Prior ORP Participation Acknowledgement Form, HR-11 <i>(if previously enrolled in ORP, or eligible for ORP and did not select</i>			