



New Employee Packet Checklist

Unclassified

	Unclassified	Notes
✓	New Hire	
	Information Certification (HR -1)	
	Personal Data Self - Disclosure (HR - 2)	
	Oath of Allegiance /Support (HR - 3)	
	Report of Convictions (HR- 4)	
	Employment Eligibility Verification (I - 9)	Acceptable documents (e.g. Passport, CA ID and SSC)
	School Staff & Volunteers: Tuberculosis Risk Assessment (TCB-01)	If applicable – check with your department
	Unclassified Terms of Employment (HR-23)	
	Certification of Receipt of Student/ Unclassified Employee Handbook (HR - 300HRK)	
	Form W-4	
	Address and Warrant Recipient Designation	
	Direct Deposit	
	Resume	If required.
	Unclassified Handbook	Should be provided by the supervisor
	Request for Live Scan	Provided by Campus Personnel when submitting packet
	WellComp – Workers Comp Info	Provided by Campus Personnel when submitting packet
	Discrimination and Harassment Policy	Provided by Campus Personnel when submitting packet
	Retirement System Information	Provided by Campus Personnel when submitting packet if applicable
	Condition of Employment Pursuant to CANRA Form	Provided by Campus Personnel when submitting packet