

**REQUIRED PAPERWORK FOR
NEW EMPLOYEES**

SEND TO HUMAN RESOURCES IN THE FOLLOWING ORDER:

1. EMPLOYEE CHANGE OF STATUS FORM
2. PAYROLL LONG SHEET
3. COPY OF CURRENT W-4
4. APPLICATION
5. I-9 FORM WITH COPY OF SS CARD & DRIVERS LICENSE
6. WORKERS' COMP FORM (Employee keeps Physicians List)
7. COMPLETED AUTHORIZATION FORM FOR BACKGROUND CHECK
8. LOYALTY OATH
9. HEALTH INSURANCE FORM (Geisinger or First Priority)
10. DELTA DENTAL FORM (Optional)
11. HARTFORD LIFE INSURANCE FORM
12. PENSION ENROLLMENT FORM #1
13. 457 DEFERRED COMPENSATION PLAN (Optional)
14. SIGNED LETTER OF ACKNOWLEDGEMENT
(RE: COUNTY POLICIES)
15. COPY OF DIRECT DEPOSIT FORM AND A VOIDED CHECK
16. LOCAL EARNED INCOME TAX RESIDENCY CERTIFICATION FORM. (Refer to PSD Code Sheet for PSD Code)

SEND TO PAYROLL DEPARTMENT:

1. EMPLOYEE CHANGE OF STATUS FORM
2. PAYROLL LONG SHEET
3. ORIGINAL W-4
4. ORIGINAL DIRECT DEPOSIT FORM AND A VOIDED CHECK

EMPLOYEE RECEIVES:

1. COPY OF POLICIES AND PROCEDURES
2. PHYSICIANS LIST FOR WORKERS' COMP
3. EMPLOYEE ASSISTANCE PROGRAM (EAP) INFORMATION
4. PENSION BOOKLET

NOTE: Employee "Change of Status Forms" are required for Name, Address, and Phone changes, etc. When there are name and address changes, HR will need a new completed Life Insurance Form (Hartford) and a new "Retirement Change Form #2". All forms can be found on the County's website. Any questions please call 825-1509.