



## New Employee Support Documentation/Checklist

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Form Type: \_\_\_\_\_ Form # (Req ID): \_\_\_\_\_  
(JED, New Hire, Direct Deposit Change, etc.)

Pay Group: \_\_\_\_\_ (SRG, SOT, BAF, BOT, NPD)

Dept Name: \_\_\_\_\_ and/or Dept #: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Phone #: \_\_\_\_\_

The following Support Documentation is attached or has been completed:  
(if you have no support documentation to attach, please do not send this to Records Management)

- Request to Recruit Completed (Records Management receives electronic copy)
- Offer Status Completed (Records Management receives electronic copy)
- Offer Letter
- Employment Eligibility Verification I-9 Form
  - New Hire/Rehire **OR**  FARE-Verify
- W-4 Form (Records Management receives electronic copy)
- Direct Deposit Form (Records Management receives electronic copy)
- Direct Deposit Support Documentation (voided check, bank statement or bank letter)
- Bayh-Dole Act Agreement (Records Management receives electronic copy)
- Work Permit (working papers if under 18 years of age at time of hire)
- Approval Memos
- FMLA Documentation (WH381/WH382)
- Resignation Letter
- Separation Checklist
- \*Other: \_\_\_\_\_

\* Please list any additional support information being attached.

**If this form is for a New Hire Employee, please submit on Goldenrod Paper.**