



SHORT TERM CONTRACT EMPLOYEE – New Hire Documents

Please use 1st day of start of work when signing all documents. Human Resources has provided the following checklist to assist you.

Sign & Return the following:

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| Are you a Retiree from CalSTRS or CalPERS? | |
| Yes | No |

- Classified Application.** Submit original.
- Fingerprint & Criminal History Background Check.** At employee expense. Additional information enclosed. Required within a maximum of 10 working days from the date of employment.
- I-9 Form – Employment Eligibility Verification.** Date with first day of work. Verifies you are legally eligible to work in the U.S. Complete Section 1. See “List of Acceptable Documents” and provide identification from that list.
- W-4 Form.** Use your legal name (as listed on your Social Security Card) and mailing address.
- EDD Employee’s Withholding Allowance Certificate.** This form is required for state income tax withholding
- CalPERS Notice of Exclusion.** Your appointment is an on-call, intermittent, emergency, substitute, or other irregular basis which excludes you from membership until you have worked 1,000 hours this fiscal year. You will automatically be enrolled in APPLE; for more information contact Payroll at (209) 575-6539.
- Statement Concerning your Employment in a Job Not Covered by Social Security**
- Oath of Affirmation**
- Policy Acknowledgement**
- Confidential Data Sheet**
- Emergency Contact Information**
- Payroll Direct Deposit.** (Optional) Use for direct deposit, and attach a voided personal check.

For Information Only:

On-the Job Injury Reporting
Affordable Care Act Notice

I have received, understand, and completed all the above documents. I understand that all documents are due in Human Resources no later than the 1st day of start of work and failure to complete fully and sign all required documents may result in a delay in pay and delay in start of work.

Employee Signature: _____ Date: _____