**Checklist for New Employee Paperwork**

New Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Fingerprinting Form

❑ Unprofessional Conduct Form

❑ Federal Form W-4

❑ Michigan Form W-4

❑ ORS Beneficiary Form

❑ I-9 Form

❑ Insurance enrollment form (if applicable)

❑ ORS Guidelines Book

❑ Contract distributed and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date returned

❑ Copy of Master Agreement (if applicable)

❑ Pay Selection (22 or 26) (if applicable)

❑ Plan Document 403b

❑ Make Personnel and Payroll Files, Rolodex Card and add to Staff Directory

❑ Submit Information to COBRA Compliance

❑ Sent Insurance enrollment form \_\_\_\_\_\_\_\_\_\_\_\_\_ date sent

❑ Received Unprofessional Conduct Form back from previous employer

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Received Fingerprinting information back from MSP \_\_\_\_\_\_\_\_\_\_