



# Checklist of Forms- Standard

(Tear out page and return to Human Resource Services)

**Payroll Sensitive**

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

Site/School: \_\_\_\_\_

This checklist identifies the two kinds of forms in this packet: (1) those you must **complete and return to Human Resource Services** (Section 1); and (2) those you are to retain for your own information or records (Section 2 Appendix). Please keep in mind the importance of completing and returning the forms in Section 1 to Human Resource Services **within two working days**. **Please return the Checklist of Forms with Section 1 forms.** Thank you.

## SECTION 1: RETURN

### Checklist of Forms-Standard

Emergency Data  
Ethnic Origin/Race  
Questionnaire  
Oath of Allegiance  
Child Abuse Reporting Req.  
Employment Eligibility Verif  
Copy of Social Security Card  
Authorization for Electronic  
Money Trnsfr (Direct Deposit)  
Federal Withholding Form  
(W-4)  
State Withholding Form (DE-4)  
Retirement Questionnaire  
STRS Permissive Membership  
Acknowledgement of Receipt  
of Election Info Retirement  
System Coverage (STRS)  
Workers' Compensation  
Reporting Requirements  
Tuberculosis Testing  
Requirements  
Fingerprinting Requirement  
Sexual Harassment Reporting  
Annual Employee Notifications  
Serna Center ID Badge Request  
New Employee Orientation:  
Date/Time: \_\_\_\_\_

### Certificated Forms

SSA 1945 (Certificated, Certifi-  
cated Substitute if applicable)  
Credential (Certificated)  
NCLB Paperwork (Credential  
Specialist)  
Salary Plad2s