

©New Hire Checklist©

The below checked items need to be submitted to the Payroll Department by: _____

Employee Name: _____

Employee ID#: _____ Department: _____

Hire Date: _____ Pay Rate: _____

_____ Employee Social Security Card

_____ Employee Driver's License

_____ Vehicle Statement for County Insurance (at payroll office)

_____ Beneficiary's Social Security Number

_____ Dependent's Social Security Number

_____ Birthdates for Dependents

_____ Certificate of Coverage
(from previous medical insurance company)

_____ Employment Verification Letter from Supervisor
(including hire date and pay rate)

NOTES:

The above information must be submitted to the Payroll Department before you can receive a payroll check.