

## \*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 & Dependent's Social Security Number
- \_\_\_\_\_ Birthdates for Dependents
- \_\_\_\_\_ Enrollment Forms --- Wyoming Retirement / Insurance
- \_\_\_\_\_ Certificate of Creditable Coverage  
(from previous medical insurance company)
- \_\_\_\_\_ Employment Verification Letter from Supervisor  
(including hire date, rate-of-pay, and line item)

\_\_\_\_\_  
(deputy clerk signature)

\_\_\_\_\_  
(date)

NOTES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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