

EPIC Part-Time New Hire Checklist

Employee: _____ Start Date: _____

Position: _____

Program & Location: _____

Employee's Current email address: _____

Documentation

(Please check off items as they are included in the file or are completed.)

_____ Job Posting/Description Included

_____ Application showing 3 references

_____ References Checked

_____ Employment Letter Signed

_____ Education Verification (HS diploma or equivalent OR Official Transcripts if needed)

_____ Proof of Qualification (Class D license for van drivers / BO license for bus drivers / other certification or licensure as needed.)

_____ Criminal Record/Fingerprint Results Returned/Cleared or Vetted via WVDE

_____ Copy of Driver's License

_____ Copy of SS Card or Passport or Birth Certificate

_____ I-9 Form Completed

_____ IT 104 Completed

_____ W-4 Form Completed

_____ Direct Deposit Form Completed with Voided Check or Bank Verification

_____ EPIC Staff Emergency Form Completed

_____ Non-Disclosure Agreement Completed

_____ EPIC Acceptable Use Agreement

_____ EPIC Drug Free Workplace

_____ EPIC Handbook Acknowledgement Form

_____ Mandated Reporting Training Complete

_____ Copy of Driving Record (if applicable – all drivers must include)

_____ Copy of Physical (if applicable)

_____ EPIC Orientation (Review how to submit timesheets / timesheet due dates / paperwork processed / Other Q&A)

_____ Badge Made (Contact Chrissy Shipley to make an appointment for a badge christine.shipley@wvsc.org / 304-596-2661)

___/___ Added to New Hire Database / Personnel Action

_____ Added to Time sheet Spreadsheet

Hourly Rate _____

Or Daily Rate _____

NTE _____ per _____

(ACA dictates PT employees NTE 130 hours per month)