

FY 22 EPIC Full-Time New Hire Checklist

EPIC ID # _____

EPIC Email _____

Set up in WVEIS _____

Set up in POS _____

Employee: _____

Position: _____

Program Location & Supervisor: _____

Employee's Current email address: _____

Documentation

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

- _____ Job Posting/Description Included
- _____ Check here if county request w/o posting
- _____ Application showing 3 references
- _____ References Checked
- _____ Employment Letter Signed
- _____ Proof of Vaccination if Required

Salary Classification _____

Number of workdays per FY _____

of years of experience verified _____

Salary _____

- _____ Education Verification (HS diploma or equivalent OR Official Transcripts if needed)
- _____ Proof of Qualification (BO license for bus drivers / HVAC Cert / WV Teacher Cert / other licensure as needed for the position.)

- _____ 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 w/ Voided Check
- _____ Number of Pays (20/24 if applicable)
- _____ Staff Emergency Form Completed
- _____ Non-Disclosure Agreement Completed
- _____ Acceptable Use Policy
- _____ Drug Free Workplace
- _____ EPIC Handbook Acknowledgement Form
- _____ Copy of Driving Record and/or Physical (circle if applicable)
- _____ Mandated Reporting Training Acknowledgement Form
- _____ Employee Badge Made
- _____ Added to New Hire Spreadsheet for Jill

For EPIC Office Hires Only

W/O complete for phone/computer set up

Phone # _____

Safety Training _____

P Card if applicable _____

Official Start Date _____