FY 23 EPIC
Part-Time
New Hire Checklist

EPIC ID # _____
EPIC Email _____
Start Date _____

Employee: _____

Position: _____

Program & Location:_____

Employee's Current email address: _____

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

Hourly Rate _____
Or Daily Rate _____
NTE _____ per _____
(ACA dictates PT employees NTE 130 hours per month)

_____ Job Posting/Description Included
_____ Application showing 3 references
_____ References Checked
_____ Employment Letter Signed
_____ Proof of Vaccination if Required

_____ 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

_____ 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 Shannon Johnson to make an appointment for a badge sdjohnson@wvesc.org / 304-596-2663)
_____ Added to New Hire Spreadsheet

SDJ 06/23/2022