

# 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

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 Database / Added to Personnel Action

### For EPIC Office Hires Only

W/O complete for phone/computer set up

\_\_\_\_\_

Phone # \_\_\_\_\_

Safety Training \_\_\_\_\_

P Card if applicable \_\_\_\_\_

Official Start Date \_\_\_\_\_