

**FY 22 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.)

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

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

- _____ 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@wvvesc.org](mailto:sjohnson@wvvesc.org) / 304-596-2663)
- _____ Added to New Hire Spreadsheet