

**FY 24 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

For EPIC Office Hires Only

W/O complete for phone/computer set up

Phone # _____

Safety Training _____

P Card if applicable _____

Official Start Date _____