



New Employee Packet Checklist

Completed by Employee:

- ☐ I-9 Form with identification documents
- ☐ W-4
- ☐ Employee Biographical Data form
- ☐ Employee Acknowledgement form
- ☐ **Proof of Selective Service Registration** (Male U.S. citizens and male aliens living in the U.S. who are 18-25 years of age are required to register with the U.S. Selective Service System)
- ☐ **Voluntary Self-Identification of Disability form**
- ☐ **Veteran's Self-Identification form**
- ☐ **Teacher Retirement System Eligibility and Enrollment form** (benefits-eligible faculty and staff are required to complete this form)
- ☐ **Benefits Enrollment Information form** (benefits-eligible faculty, staff, and graduate students are required to complete this form)

Completed by Department:

- ☐ **Application**
- ☐ **Offer Letter, signed by employee**
- ☐ **Position Description, signed by employee** (staff only)
- ☐ **Reference Check form**
- ☐ **Employment Recommendation form** (background check)