

NEW HIRE CHECKLIST

Checklist Guide for Seasonal and Part-Time Employees

Welcome to the City of Louisville!

Before you begin work, you will need to complete the **New Hire Process**. Please use this checklist to ensure completion of each requirement. If you have any questions or need assistance, please contact Human Resources at (303) 335- 4722.

- Review City of Louisville’s Code of Ethics, Safety Guidelines, Harassment and Marijuana policies, Personnel Guidelines, and Pregnant Workers Fairness Act.**

You will sign a form in your packet confirming that you have received and plan to read the code of ethics.

- Complete Your New Hire Paperwork**

Your new hire paperwork is attached to your Welcome email and can be found under the New Hire Seasonal and Part-Time Employees link on the HR page of the Louisvilleco.gov website. Before starting employment, a paperwork drop-off appointment with HR is mandatory. All forms may be completed electronically and e-mailed to jobs@louisvilleco.gov or printed and completed by hand, prior to your mandatory appointment.

Paperwork to Complete in Packet:

- **New Hire Employee Information** – complete all form fields and provide at least one emergency contact.
- **Employment Eligibility Verification (I-9)** – please complete all employee form fields on this document and write N/A if needed.
- **Direct Deposit Set-Up** – Direct Deposit is the only option to receive your paycheck
- **Recreation Center Membership** – this is a free benefit offered to all City of Louisville employees. If you choose to elect a recreation membership, you will pay taxes on the membership (The City will pay the \$35 recreation fee), which are deducted automatically from your paycheck.
- **W-4** – please complete lines 1-7 of the bottom portion. HR cannot assist you with claiming your tax deductions. If you are unsure of how to complete this form, please review the instructions and use the worksheets provided or speak to a tax advisor.
- **Employment Policy and Personnel Guidelines Acknowledgement Form** – Please read, initial, sign and date.

- Schedule paperwork drop-off appointment- this is mandatory for all new hires AND re-hires**

Use our online calendar to schedule your appointment with Human Resources.

What to bring to your paperwork drop-off appointment:

- I-9 Document (s) for Verification (Expired documents will not be accepted)**
- Completed New Hire Forms**
- Voided Check or Automatic Payment Form**

My New Hire Paperwork Drop-Off Appointment Time and Date: _____