# New Hire Checklist

Employee Name: _____

**The following MUST be submitted to the Conference Payroll Officer**

- ❑ Offer Letter (including salary, benefits and any other compensation)
- ❑ W-4 Employee Withholding
- ❑ I-9 Employment Eligibility
- ❑ Copy of Passport or Driver's License & Social Security Card
- ❑ Residency Certification Form
- ❑ Direct Deposit Authorization
- ❑ Workers' Compensation Information
- ❑ Workers' Compensation Employee Rights
    - o Provide Physician's Panel
- ❑ Receipt of Employee Handbook
- ❑ PA State Police Criminal History Report
- ❑ PA Child Abuse History Clearance
- ❑ FBI Criminal History Report

**Optional:**

- ❑ Local Services Tax Exemption Certificate
- ❑ UMPIP Enrollment Form 3436 (Retirement)
- ❑ HealthFlex Enrollment Form 3167 (Health Ins)