NEW EMPLOYEE CHECKLIST

Please return this form to the Office of Human Resources within two weeks once it is completed. If you have questions about the items on this list, please contact the HR office or discuss with your supervisor.

Employee Name ____________________________  Department ____________________________
please print
Position ____________________________  Date of Hire ____________________________
ID Number ____________________________

EMPLOYMENT PAPERWORK (Human Resources – 79 South Pleasant Street, 2nd floor)

☐ Federal Tax Form
☐ State Tax Form
☐ I-9 Form (Employment Eligibility) – must be completed within first three days
☐ Data Sheet
☐ Receive New Employee Acknowledgment form
☐ Direct Deposit Form
☐ Receipt of Employee Handbook Form

BENEFITS PAPERWORK (Human Resources – Philip Chapman Bell)

☐ Medical / Dental Form (Health Insurance)
☐ Amherst Plan Enrollment

☐ elect Life Insurance option and complete form
  - Basic (1.5 times salary)
  - Optional (1, 2, or 3 times salary)
☐ all employees are eligible to enroll in the Amherst Retirement Plan
  - Waiver form
  - Salary Reduction form
  - Application(s)

IDENTIFICATION CARD (Valentine Hall – Dining Services office)

☐ authorization form from Human Resources (542-2372)

PARKING STICKER (Service Center Building – Campus Police)

☐ fill out and submit form, and get sticker at Human Resources, or
☐ bring form to Campus Police, or mail to Parking, Box 2247, to receive sticker

EMAIL SECURITY TRAINING (register with Linda Allen in IT / Seelye Mudd Building)

☐ Mondays at 10 AM

Signature ____________________________  Date ____________________________