

**Employee Payroll Action Checklist**

Instructions: This form is intended as a guide to document the process of all payroll actions for an employee with Non-Tax Levy Entities, and will be filed in the employee's file. The form details the required payroll processing forms used for all Non-Tax Levy Entities HR and Payroll Services. Only use the portions that correspond to this employee.

Date:

Employee Name	Supervisor
Department	Title

**New Employee Checklist:**

<input type="checkbox"/>	Appointment Form
<input type="checkbox"/>	Employee Personnel Form
<input type="checkbox"/>	W-4 Form
<input type="checkbox"/>	IT-2104 or IT-2104E
<input type="checkbox"/>	Department of Labor (DOL) <i>*to be signed by new hire*</i>
<input type="checkbox"/>	ADP Direct Deposit Form
<input type="checkbox"/>	Original Social Security Card for verification purposes <i>*must alert new hire in preparation to I-9 process*</i>
<input type="checkbox"/>	Employment authorization documentation for Non-Resident Alien: Documents include: I-20, Visa or Employment Authorization Card. <i>*must alert new hire in preparation to I-9 process*</i>

**Rehired Employee Checklist:**

<input type="checkbox"/>	Appointment Form
<input type="checkbox"/>	Department of Labor (DOL) <i>*to be signed by new hire*</i>

<i>For Department Use Only:</i>
<input type="checkbox"/> Submit completed documents to FBSC
<input type="checkbox"/> Received W-4, no corrections needed
<input type="checkbox"/> Received IT-2104 or IT-2104E, no corrections needed
<input type="checkbox"/> Received signed DOL
<input type="checkbox"/> Received ADP direct deposit form (include bank letter or voided check)
<input type="checkbox"/> Received Employee Personnel form
<input type="checkbox"/> Zoom scheduled
<input type="checkbox"/> I-9 completed
<input type="checkbox"/> Provided health insurance paperwork: Full-Time only
<input type="checkbox"/> Health forms filed with provider
FBSC