

**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.

[ ]	
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) *to be signed by new hire*
<input type="checkbox"/>	ADP Direct Deposit Form
<input type="checkbox"/>	Original Social Security Card for verification purposes *must alert new hire in preparation to I-9 process*
<input type="checkbox"/>	Employment authorization documentation for Non-Resident Alien: Ex. I-20, Visa or Employment Authorization Card. *must alert new hire in preparation to I-9 process*

**Rehired Employee Checklist:**

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

<b>For Department Use Only:</b>	
<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	