

NEW HIRE PACKET CHECKLIST

EMPLOYEE NAME _____

EFFECTIVE DATE _____

NEW HIRE FORMS	IN THIS PACKET	IN USA STAFFING
W4 - Ensure completed and signed <i>Air Liaisons: send to finance</i>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Deposit - Ensure completed and signed including bank name and routing number <i>Air Liaisons: send to finance</i>	<input type="checkbox"/>	<input type="checkbox"/>
I-9 - Complete page 2, to include verifying ID and signing the certification section <i>Air Liaisons: Annotate eVerify case #</i>	<input type="checkbox"/>	<input type="checkbox"/>
SF61 - Ensure it is signed	<input type="checkbox"/>	<input type="checkbox"/>
SF144 - Ensure completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
DD214 - For all Title 10 service listed on SF144; If N/A leave boxes blank	<input type="checkbox"/>	<input type="checkbox"/>
OF306 - Ensure 17a is signed	<input type="checkbox"/>	<input type="checkbox"/>
HRO FORM 905 - SOC, ensure it is signed	<input type="checkbox"/>	<input type="checkbox"/>
ELIGIBILITY FOR FEHB/TRS - Initialed and signed	<input type="checkbox"/>	<input type="checkbox"/>
CNG FORM 690-3 – Conditions of emp. (TEMPS)	<input type="checkbox"/>	<input type="checkbox"/>
No FEAR Act Training – REQUIRED FOR ALL		
OPTIONAL FORMS	IN THIS PACKET	IN USA STAFFING
SF256 - Disability Form	<input type="checkbox"/>	<input type="checkbox"/>
SF181 - Ethnicity Form	<input type="checkbox"/>	<input type="checkbox"/>
OPTIONAL BENEFICIARY FORMS	IN THIS PACKET	IN USA STAFFING
<i>Requires 2 witnesses</i>		
SF1152 - Unpaid Compensation (ALL)	<input type="checkbox"/>	<input type="checkbox"/>
SF3102 - FERS Beneficiary (INDEF/PERM)	<input type="checkbox"/>	<input type="checkbox"/>
SF2823 - FEGLI Beneficiary (INDEF/PERM)	<input type="checkbox"/>	<input type="checkbox"/>
TSP 3 - TSP Beneficiary (INDEF/PERM)	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE USE THIS COVER SHEET AS THE FIRST PAGE OF THE NEW HIRE PACKET THAT IS TO BE SCANNED AND EMAILED TO HR.
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