



Human Resources - Required Forms Checklist  
Initial Employment of Classified Staff

The following documents are required to establish a “minimum record” for payroll. Hiring Departments are responsible for collecting these documents from the Employee and submitting them to Human Resources, with this checklist attached.

New Hire Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Employee ID No. \_\_\_\_\_

- Application
- I-9, Employment Eligibility
- W-4, Federal Withholding
- Personal Data Sheet
- Classified Unpaid Furlough Designation Form

Benefits Enrollment Documents – Benefits Orientation signup is accomplished by calling (702) 895-3504. The employee will receive the following forms at their Benefits Orientation; these forms should be promptly completed and forwarded to Human Resources by the employee.

- Health Insurance Options. Submit enrollment forms and supporting documents (e.g., marriage certificate, dependent birth certificate) within 5 work days of receipt of orientation packet. Coverage choice in effect until June 30 of the plan year. Coverage remains the same unless a qualifying status change occurs, e.g., marriage, divorce, birth, adoption.
- Retirement Options. Submit enrollment forms within 3 work days of receipt of orientation packet.