

New Hire In-Processing Checklist

Employee's Name: _____

Title/Series/Grade: _____

EOD: _____

Type of Appointment:

- _____ Career Conditional
- _____ Career
- _____ Temporary
- _____ Term
- _____ Excepted Service

Benefits for Which Appointee Is Eligible: _____ FEHB _____ CSRS (offset) _____ FICA _____
FEGLI _____ CSRS _____ FERS _____ TSP _____ Leave Earning

- _____ Selective Service Statement (required for all males born after 12/31/59)
- _____ *I-9 Employment Eligibility Verification
- _____ *SF-61 Appointment Affidavit
- _____ *OF-306 306 Declaration for Federal Employment (return original signed by employee in 6a & 16b)
- _____ *SF-181 Race & National Origin Identification
- _____ *SF-256 Self-Identification of Handicap
- _____ *W-4 Federal Tax Withholding
- _____ State Tax Withholding (if required)
- _____ SF-85 Data for Non sensitive Positions
- _____ SF-87 Fingerprint Charts

***All employees must receive these forms. Other forms are based on employee's appointment.**

Cover the following topics and/or show orientation video

- Annual, Sick, LWOP
- Family Medical Leave
- Leave Transfer Program
- Federal Holidays
- Health Benefits
- Life Insurance
- Retirement Benefits
- Thrift Savings Program

Continue covering forms below

- _____ SF-2823 Designation of Beneficiary (FEGLI)
- _____ *SF-1152 Designation of Beneficiary (Unpaid Compensation)
- _____ SF-3102 Designation of Beneficiary (FERS)
- _____ SF-2808 Designation of Beneficiary (CSRS)
- _____ TSP-3 Designation of Beneficiary (THRIFT) (form is mailed directly to TSP)
- _____ *Standards of Ethical Conduct

I have been provided all the forms indicated above.

Employee Signature Date