

PVA Hiring Checklist

When you are preparing for a new hire, you will need to consider your office needs by looking at the Job Classification list and the current Salary Schedule

The following items are required when hiring a full-time employee and can be obtained from our web site at:

<http://revenue.ky.gov/PVANetwork/>

- 1. Request for Personnel Action form (**Original PVA Signature**)
- 2. State Application/Updated App. Form (**Previous work: MM/DD/YYYY & Hrs per wk**)
- 3. Copy of GED Certificate/GED Transcripts/GED ID#
- 4. Copy of College Degree/Official/Notary Transcripts
- 5. Position Description
- 6. W-4
- 7. K-4
- 8. I-9 (**Two (2) acceptable documents**)
- 9. Health Insurance Application (**Insurance Coverage or Wavier**)
- 10. Health Insurance Check List
- 11. Group Life Insurance Application and Beneficiary form
- 12. Previous Qualifying Service Certification (**PVA Adm. Support Form**)
- 13. Certification of Purchasing Service Credit (**PVA Adm. Support Form**)
- 14. Retirement form 2001 (**Membership Information & Previous County, City, State**)
- 15. Retirement form 2035 (**Beneficiary Designation**)
- 16. Retirement form 6751 (**Return Retiree – Certification Regarding Reemployment**)
- 17. Retirement form 6480 (**Employer Request for Pre-Determination**)
- 18. KRC Acknowledgement of Confidentiality
- 19. Fair Labor Standards Act (FLSA) Test and Form
- 20. Code of Ethics Certification
- 21. Request for Outside Employment Form
- 22. Personalized and Flexible Work Schedule Agreement
- 23. Direct Deposit Form (**Must have a VOIDED check attached**)
- 24. Deferred Compensation (**Employee Mails directly to Deferred Comp**)

The following items are required when hiring a part-time employee and can be obtained from our web site at:

<http://revenue.ky.gov/PVANetwork/>

- 1. Request for Personnel Action form (**Original PVA Signature**)
- 2. State Application/Updated App. Form (**Previous work: MM/DD/YYYY & Hrs per wk**)
- 3. Copy of GED Certificate/GED Transcripts/GED ID#
- 4. Copy of College Degree/Official/Notary Transcripts
- 5. Position Description
- 6. W-4
- 7. K-4
- 8. I-9 (**Two (2) acceptable documents**)
- 9. KRC Acknowledgement of Confidentiality
- 10. Fair Labor Standards Act Test and Form
- 11. Retirement form 6751 (**Return Retiree – Certification Regarding Reemployment**)
- 12. Retirement form 2001 (**Membership Information & Previous County, City, State**)
- 13. Code of Ethics Certification
- 14. Request for Outside Employment Form
- 15. Personalized and Flexible Work Schedule Agreement
- 16. Direct Deposit Form (**Must have a VOIDED check attached**)

To complete the employee (EE) orientation, please refer EE to PVA Admin. Support Branch Website <http://revenue.ky.gov/PVANetwork/> for other relevant documents (i.e., HIV Awareness, Blood Leave, COT Enterprise Policy, Drug-Free Workplace, Prohibition of Text while Driving a State Vehicle, Adoption Reimbursement, Labor Cabinet/Labor Laws, Daily Time & Attendance Reporting).