

PVA HR PROCESSING NEW EMPLOYEE CHECKLIST

Employee Name: _____ PERNR: _____ EMP. ID: _____

Job Title: _____ Date of Hire: _____

The following items are required when hiring and can be obtained from our web site at:
<https://revenue.ky.gov/PVANetwork/Pages/Employment-Forms.aspx>

FORMS REQUIRED FOR PART-TIME OR FULL-TIME APPOINTMENTS

Forms #1 - #4 - First forms to be emailed to DOR & your Consultant before hiring.

- 1. [Request for Personnel Action \(RPA\)](#) form (Excel Format) - Email to Kim Holt at DORPVAApprovals@ky.gov
- 2. [State Application](#) Form (Email to HR Liaison in HR Processing)
- 3. Copy of GED Certificate/GED Transcripts/GED ID#
- 4. Copy of College Degree/Official/Notary Transcripts

Documents to be sent to your HR Liaison within 2 weeks of employment. (Please send in PDF Format)

- 5. Position Description
- 6. KRC Acknowledgement of Confidentiality
- 7. Fair Labor Standards Act Test and Form
- 8. Code of Ethics Certification

ADDITIONAL FORMS REQUIRED FOR FULL-TIME APPOINTMENTS (If Applicable)

- 9. Retirement Form 6754 (**Return Retiree – Reemployment Certification**)
- 10. Previous Qualifying Service Certification
- 11. Certification of Purchasing Service Credit

I acknowledge that I have received, reviewed and/or completed the above listed information.

Employee Name

Date

***NOTE: Forms are to be submitted to your HR Consultant within 2 weeks of appointment.**

Please encrypt sensitive documents before sending through email.