# 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 High School Diploma or 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.**

September 2025