



Finance and Administration Cabinet
 Division of Human Resources
 PVA Employee Onboarding/Orientation Checklist

Upon completion, this form should be signed and dated then stored in the agency personnel file.

Employee Name: _____ Date of Hire: _____
 PERNER: _____

IMMEDIATE ACTION

- *Employment Eligibility Verification Form (I-9) [Must complete within 3 days of hire date]
- *[Work Schedule Request Form](#) [Applicable if alternate schedule other than Monday-Friday or reverting back to Monday-Friday schedule from an alternate schedule.]
- *[Outside Employment Form](#) [if applicable]
- *Tax Forms: State (K-4) and Federal (W-4) [KHRIS ESS]
- *W-2 Online Election [KHRIS ESS]
- Benefits- Health/Life/Dental/Vision: ELIGIBLE? <https://personnel.ky.gov/Pages/healthinsurance.aspx>
 - Yes. *Enrollment deadline = _____ [35 days from date of hire]. [KHRIS ESS]
 - No. See- [Notice: New Health Insurance Marketplace Coverage Options and Your Health Coverage](#)
- *Direct Deposit- Mandatory/ Enrollment deadline = _____ <https://personnel.ky.gov/Pages/DirectDeposit.aspx> [KHRIS ESS]

I understand that direct deposit of payroll is mandatory, and my failure to provide banking information to my employer prior to payroll processing shall constitute my acceptance of payment via a prepaid payroll card.
- *EEO Self-Reporting Form
- Education and training verification documents [if applicable]

EMPLOYEE BENEFITS

- Benefits- Retirement [**Full-time only**] <https://personnel.ky.gov/DHRA/RetirementInfoNewEmployees.pdf>
 - Form 2001 Membership Information
 - Form 2035 Beneficiary Designation

Returning Retirees - If returning within 12 months of retirement, CONTACT KPPA:
 -Employee must complete [Form 6754 Member Reemployment Certification](#)
- Deferred Compensation Authority

https://www.kentuckyplans.com/tcm/kentuckyplans/static/Program_Summary.pdf

 - New Hire Automatic Enrollment Feature information: (includes FAQ and Brochure) https://www.kentuckyplans.com/iApp/tcm/kentuckyplans/support/automatic_enrollment_feature.jsp

PAYROLL AND PERSONNEL

- *Charitable Giving: KECC Pledge Form <https://personnel.ky.gov/pages/give-back.aspx>
 - Overtime Compensation Election Form (Exempt only)
 - Electronic Salary Statement Guide
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TRAINING

- Guide to Executive Branch Code of Ethics available at: <https://ethics.ky.gov/Pages/Publications.aspx>
 - KHRIS Employee Self-Service and Manager Self-Service Tutorial/Tutorials
<https://personnel.ky.gov/Pages/learning-KHRIS.aspx> [online]
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OTHER INFORMATION

- Communication: Social Media Information <https://personnel.ky.gov/DHRA/StayConnected.pdf>
- Kentucky Employee Assistance Program (KEAP)(<https://personnel.ky.gov/Pages/KEAP.aspx>)
- Employee Resource Groups (ERG) Information [Employee Resource Groups \(ERGs\) DRAFT \(ky.gov\)](#)
- Employee Discount Opportunities [Discounts \(ky.gov\)](#)
- “Welcome to State Government” – Employee Reference Guide

*Indicates a form is to be completed. Forms are available from the Division of Human Resources

[KHRIS ESS] Indicates that the form/information is available in KHRIS Employee Self-Service (ESS)

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

Employee Signature

Date