

New Hire Required Paperwork Checklist

Benefited Part-time Employee

You are required to complete and bring the following forms and supporting documentation with you on your first day:

- Employment Verification Documents (Form I-9) - You will complete the original form on your first day; however, you must bring appropriate original identity and employment eligibility documents.
- At-Will Acknowledgment Form
- Arizona Minimum Wage Law
- Arizona State Tax form
- Computer Use Acknowledgement
- Emergency Notification Request form
- Federal Tax form
- Unsigned Loyalty Oath. Loyalty Oath will be signed by you and witnessed by HR on your first day.
- Wage Withholding Request form - Although you may not be subject to child support, you are still required to review the form. Print your name, date and answer the question.
 - “No”, no additional information should be provided.
 - “Yes” you will need to make sure to have a copy of your Wage Assignment and Atlas number from the Court
- Direct Deposit form. For direct deposit, must be accompanied by a voided bank check or a printed bank direct deposit document specific to your account. For CashPay Card, fill out only the personal information and sign.
- You must have the following documentation when you submit your benefits enrollment information on your first day:
 - Social Security numbers for all dependents, if applicable
 - Marriage Certificate or Divorce Decree, if applicable
 - Birth Certificates for all dependent children