



EMPLOYEE INFORMATION

Name:		Title:
Park:	Position #:	Date of Hire:

HUMAN RESOURCE FORMS

(All forms listed here are due to HR within 3 days of the start of employment.)
Once complete, scan and email to NewEmployee.Paperwork@parks.wa.gov.

- Eligibility Verification Form I-9** - Employees are required to show the original documents for inspection to ensure compliance and completion of the form. A list of acceptable documents can be located on the back of the I-9 form. The I-9 Form must be completed and sent to Human Resources within 3 business days of the date of employment or your employee may be terminated, per US Citizenship and Immigration Services.

DO NOT SEND ORIGINALS or COPIES OF DOCUMENTS TO HR!

- Personnel Questionnaire - Note:** You must provide a personal email address in order to receive access and obtain your earning statements through the Employee Self Service (ESS) system. Earning statements are not provided in hard copy.
- Emergency Contact Form** - Employee must complete this form; scan a copy to HR and retain the original at your location.
- Policy Acknowledgment Form** – Employee must review all policies listed on the checklist.

PAYROLL FORMS

(All forms listed here are due to Payroll within 3 days of the start of employment.)

Once complete, submit these documents to Payroll in **one** of the following ways (employees should keep a copy):

- Scan & email, along with HR forms, to NewEmployee.Paperwork@parks.wa.gov;
- Scan & email to Payroll@parks.wa.gov; **OR**
- Fax to 1-800-497-9906 or to (360) 586-6627 (local); **OR**
- Mail the originals to WA State Parks Payroll Office at: **P.O. Box 42650 • Olympia, WA 98504-2650.**

- DRS Retirement Status Form** - (required regardless of retirement eligibility).
- W-4 Form** - (defaults to “single” and “zero” (0) exemptions if not submitted).
- Electronic Funds Transfer of Salary Authorization for Direct Deposit of Earnings** – Optional (if you had direct deposit with Parks in the past, use option “A”.)
- Washington Federation of State Employees (WFSE) Deduction Card:** For Union Covered Positions **ONLY:** This card must be mailed directly to WFSE within 30 days of employment. Please mail to WFSE at the address on the card. Fill out information on the front. Sign the front to pay the higher rate with “voting” rights, or sign the back for the lower “non-voting” rate. If you sign both sides, you will pay the higher rate.

INFORMATION TECHNOLOGY (IT) FORMS

Supervisors: If computer/internet access is required please complete an **M-002 Network Access & Telecommunications Form**, if you have not already done so.

Link to WFSE Collective Bargaining Agreement: http://www.ofm.wa.gov/labor/agreements/15-17/wfse_gg.pdf.
Employees may request a hard copy of the CBA by sending an email to HR.Actions@parks.wa.gov.

Supervisor: This checklist is to assist you during New Employee Orientation. Please ensure you review each topic with your new employee.

Welcome Your New Employee

- Discuss experience, Education, Career Plans, and Goals.
- Introduce employee to others & describe, in general, what job each person performs.

Explain Rules & Procedures

- Hours of work, lunch breaks, etc.
- Procedure if unable to report to work.
- Timesheets & pay periods.
- Leave requests, punctuality, & attendance.
- Personal grooming & attire, Uniform requirements (if applicable).
- Travel regulations (if applicable).
- Use of state resources (vehicle, computer, phone, etc).

Discuss Job

- Discuss any limitations to performing the duties as described (if applicable).
- Explain care of equipment.
- Explain organization of work unit, and chain of command.
- Provide manuals/handbooks, work samples related to the job.
- Discuss performance evaluation procedure & set expectations.
- Provide your employee all available sources for guidance and assistance.

Health & Safety Program

(These documents are available from the supervisor or online at biz.parks.wa.gov/hr/files/ or network N drive)

- Have your new employee read Health & Safety Policy 71-14, and Overview of Agency Safety Program
- Discuss safety responsibilities & accident reporting. (Accident Form A-262 can be found on the "N" drive under [Forms](#), or [Human Resources\Employee Health and Safety Program\ Workplace Accident Reporting Requirements](#))
- Discuss safety meeting requirements
- Discuss personal protective equipment, and common job hazards
- Provide Blood Borne Pathogens information, & Heat Related Illness training (if applicable)
- Identify additional safety training requirements (if applicable)
- Discuss facility specific emergency plans, & chemical hazards (if applicable)

Supervisor Signature

Date

Employee Signature

Date

Distribution: Scan and email to NewEmployee.Paperwork@parks.wa.gov with all other new employee forms, and return the originals to the employee.