



ORIENTATION CHECKLIST – REGULAR EMPLOYEE

Please bring your original **Social Security Card** and **Driver's License Card or ID Card** to orientation. As a regular employee, you must enroll in/apply for medical, vision, dental, GTL, AD&D, supplemental LTD coverage, and FSA **within 30 days of your hire date**. *(If you miss the deadline, in most cases you must wait for the next Open Enrollment period and may be subject to some limitations.)* Please read the **Employee Benefits Guide**. To activate your benefits on schedule, **we ask that the benefit documents and other documents below be completed before your arrival for orientation.**

- ✓ Orientation Checklist
- ✓ Employment Eligibility Verification (Form I-9)
- ✓ Beneficiary Designation for Sick Leave
- ✓ Affidavit of Marriage/Domestic Partnership
- ✓ Health Care Benefits Election Form – Medical/Vision/Dental
- ✓ Supplemental Long-Term Disability (LTD)
- ✓ Group Term Life Insurance (GTL)
- ✓ Accidental Death and Dismemberment (AD&D)
- ✓ Flexible Spending Account (FSA)
- ✓ Maintaining Public Records
- ✓ Probationary and Trial Service Periods
- ✓ SPD Manual and Department Publications
- ✓ Employee Addresses and Telephone Numbers
- ✓ Affirmative Action Data Survey
- ✓ Employee's Withholding Allowance Certificate (Form W-4)
- ✓ Direct Deposit of Salary
- ✓ Initial COBRA Notice
- ✓ City Payroll and Holiday Calendars
- ✓ Helpful Links

Within 30 days of your hire date, you are required to complete the **City of Seattle New Employee Orientation (NEO)** to learn more regarding benefits, policies, and beneficial programs. Contact us should you want to make changes to the above benefits **within 30 days of your hire date**.

I have carefully read and understand this document.

Employee Signature

Date

Employee Name (Print)

Serial Number

Orientation Coordinator / Serial Number