



ORIENTATION CHECKLIST – RECRUIT / LATERAL

Please bring your original **Social Security Card** and **Driver's License 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**. In order to activate your benefits on schedule, we ask that the benefit documents and other documents below be completed before your arrival for orientation; you will be offered the opportunity to change your elections during orientation.

- ✓ Orientation Checklist
- ✓ New Hire Survey
- ✓ Employment Eligibility Verification (Form I-9)
- ✓ Beneficiary Designation of Unused Sick Leave
- ✓ Affidavit of Marriage/Domestic Partnership
- ✓ Health Care Benefits Election Form – Medical/Vision/Dental (Recruits – MOST / Lateral – SPOG)
- ✓ Supplemental Long-Term Disability (Recruits - LTDS) (Laterals – LTDP)
- ✓ Group Term Life Insurance (GTL)
- ✓ Accidental Death and Dismemberment (AD&D)
- ✓ Flexible Spending Account (FSA)
- ✓ Washington State DRS Enrollment Form
- ✓ Washington State DRS Beneficiary Form
- ✓ Statement Concerning Your Employment in a Job Not Covered by Social Security
- ✓ Maintaining Public Records
- ✓ Probationary and Trial Service Periods – Police Recruit / Police Officer
- ✓ Policy for Directives and Notices
- ✓ Affidavit of Valid Driver's License
- ✓ Employee Addresses and Telephone Numbers
- ✓ Affirmative Action Data Survey
- ✓ Employee's Withholding Allowance Certificate (Form W-4)
- ✓ Authorization Agreement for Direct Deposit of Salary
- ✓ Initial COBRA Notice
- ✓ City of Seattle Voluntary Deferred Compensation Plan Highlights / FAQ's
- ✓ City Payroll Calendar / City Holiday Schedule
- ✓ Helpful Links

I have carefully read and understand this document.

Employee Signature

Date

Employee Name (Print)

Serial Number

Orientation Coordinator / Serial Number