

---

## **Classified New Hire Employee Form Checklist**

Use the checklist below as a tool to ensure all required employment forms and documents have been submitted.

- ☐ Copy of current Driver's License
- ☐ Copy of current Social Security card
- ☐ Disclosure notification
- ☐ Online BSD Policy Acknowledgement
- ☐ 8.22F – CLASSIFIED PERSONNEL EMPLOYEE INTERNET USE AGREEMENT
- ☐ W-4 Employee's Withholding Certificate
- ☐ AR4EC – Arkansas Employee's Withholding Exemption Certificate
- ☐ I-9 Employment Eligibility Verification
- ☐ BSD Direct Deposit Form
- ☐ TimeClock Employee ID#
- ☐ ARTRS Membership Data Form
- ☐ ARBenefits Health Insurance Enrollment
  - ☐ Copy of child's birth certificate
- ☐ ARBenefits Spousal Affidavit
  - ☐ Copy of marriage license
- ☐ Colonia Life & Accident Insurance
- ☐ EBi New Hire Information
- ☐ Datapath HSA