

## State of Alaska New Employee Forms/Supervisor Checklist

The following is a list of all of the forms that a new employee may be required to complete. It is the responsibility of the supervisor/administrative staff to review the forms and make sure all required forms are completed. The following list will aid you in knowing what needs to be reviewed for completeness on each form.

- Employment Eligibility Verification (I-9)**  
Complete instructions are on this form. It is very important to correctly follow these instructions. You are certifying with your signature that all information is correct and has been verified. Employee signature/date required.
- Employee's Withholding Allowance (W-4)**  
Total number of allowances, employee signature and date required.
- Confidentiality of Information Acknowledgment Form**  
Employee signature and date required.
- Employee Affidavit**  
Completed form - Verify that at least one emergency contact has been identified. Employee signature and Department Representative signature required.
- Address Authorization/Change Form**  
Completed form – Employee signature/date required.
- Direct Deposit Authorization--(optional)**  
Completed form – Attach a copy of a voided check with the bank's routing number on it. Employee signature/date required
- Equal Employment Opportunity Data Sheet**  
Completed form
- Union Contact Information**  
Employee signature/date
- Ethics Disclosure Form--(if applicable)**  
Complete form – Supervisor signature required and routed to the department ethics supervisor.
- Prior Service--(if applicable)**  
Completed form -- Employee signature/SS number
- Second Injury Fund (Post Hire Questionnaire)**  
Completed form – Employee signature/date required
- Drug Free Workplace Act of 1988**  
Completed form – Employee signature
- Personal Use of State Office Technologies Policy**  
Completed form – Employee signature and department representative signature required.
- Statewide policy Acknowledgement From (Required)**  
Employee signature/date required
- Social Security Form (SSA 1945)**  
Employee signature/date required

- Designation of Beneficiary for Unpaid Compensation**  
Complete instructions are on this form – Verify that percentage total equals 100%. Employee signature/date and witness signature/date required.
- Defined Contribution Retirement (DCR) Plan Beneficiary Designation Form**  
Complete instructions are on this form – Verify that percentage total equals 100%. Employee signature/date and witness signature/date required. Must be forwarded to R&B to be considered a valid designation.
- SBS Annuity Beneficiary Form**  
Complete instructions are on this form – Verify that percentage total equals 100%. Employee signature/date required.
- Beneficiary Waiver for SBS Annuity--(if applicable)**  
Completed by spouse of employee if the spouse is waiving their right to this benefit. This form must be notarized and sent to the Division of Retirement & Benefits.
- Supplemental Benefits System Beneficiary Form**  
Complete instructions are on this form – Verify that percentage total equals 100%. Employee signature/date required.
- Basic & Optional Life Enrollment Form**  
Complete instructions are on this form – Verify that percentage total equals 100%. Employee signature/date required.
- GGU Health Trust Information Form--(GGU only)**  
Completed form – Employee signature/date required. **Verify that employee/supervisor needs to fax this form immediately to the GGU Health Trust. (Fax number on the bottom of form.)**
- Select Benefits Health Dependent Enrollment Form--(Select Benefits Health Plan only)**  
Completed form – Employee signature/date required
- Recruitment Forms**
  - Applicant Certification Form**
  - Applicant Profile**
  - Job Qualification Summary (JQS)**
  - Union Referral Card (if applicable)**
- Miscellaneous Forms**
  - (PARF) Personnel Action Request Form**
  - Copy of Social Security Card**
  - Supervisor Guide to New Employee Orientation (Copy)**
  - New Employee Appointment Form**
- Department Forms – (provide any department specific forms)**
  - Computer Access Request**
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**It is the responsibility of the supervisor or administrative staff to guide the new employee through orientation, compile the completed packet of forms, witness the forms where indicated, and turn in the packet to the division administrative staff or to the Technical Service Group for your department. Confidentiality is to be maintained on all personnel forms at all times. If you have any questions regarding the forms, please contact your division administrative staff, your Technical Service contact, or the Employee Call Center at 465-3009.**