***New Hire Paperwork Checklist***

*Forms to complete within 1st week:*

* I-9 (The employee must present **original** and **unexpired** documents within **three (3)** business days of the start date.)
* W-4 form with voided check
* Florida New Hire Reporting Form
* Employee Information Form
* Signed offer letter
* Signed job description
* Pension Enrollment Card
* Confidentiality Agreement
* Signed Disclosure regarding Conflict of Interest
* Employee Handbook Acknowledgement and Statement of Understanding
* Pledge to Promote a Safe Environment
* Enroll for the Virtus training
* Proof of Insurance with required coverage (if applicable)
* Copy of diploma

*Within 30 days:*

* Health Plan Enrollment Form
* Salary Reduction Agreement
* 403(b) forms (If not received within 30 days, employee will be automatically enrolled at 3%)

*Within 45 days:*

* Completion of Virtus training
* Turn in a copy of certificate of completion