

Hiring Checklist - Locally Funded Employee

Employee name: _____

Date forms faxed to HR: _____

Date original I-9 & copies mailed to HR: _____

Forms for HR

- I-9
- Copies of I-9 supporting documents
- Designation of Authorized Representative
- Application
- Job Description
- W-4
- NC-4/NC-4EZ/SC W-4
- Direct Deposit
- EEO-1
- Conflict of Interest Statement of Acceptance
- Retirement Participation Notice

If applicable:

- Healthcare Open Enrollment
- Healthcare Options Page
- Healthcare Salary Reduction Agreement
- Youth Employment Certificate (youth under age 18 in North Carolina only)

Give to Employee

- Copy of Retirement Participation Notice
- Sterling Volunteers Instruction Sheet