New Employee Checklist

To be completed and turned in before first day of work.

**All Given to Village HR unless otherwise noted**

**Forms**

* 1. New Employee Payroll Info
* 2. I-9
* 3. W-4 IRS Withholding
* 4. WT4 Wisconsin Withholding
* 5. Direct Deposit Form
* 6. Fob Form (Library Director)

**For Full Time Employees**

* 7. NS Bank Deferred Comp Enrollment
* 8. Wisconsin Deferred Comp Enrollment
* 9. WRS Beneficiary Designation
* 10. Dental Enrollment
* 11. Health Insurance Enrollment
* 12. Flex Plan Enrollment (TASC)
* 13. Or Health Insurance Opt Out
* 14 FY18 Copay Reimbursement Form
* 15. Income Continuation Application
* 16. Income Continuation Info
* 17. Life Insurance Application-Termination
* 18. Life Insurance Info

Add to:

* Village email and listservs
* Sierra and MCFLS listservs
* Timesheets Module
  + First time login with no password, then set it.