



## PARTIAL LIST OF OTHER FORMS WHICH MAY BE INCLUDED IN THE PERSONNEL PACKET

- ☰ Certificate of Bus Driver's License
- ☰ Drug & Alcohol-Free Workplace Policy (BP 4020)
- ☰ Personal Vehicle Insurance Requirement Form
- ☰ Probationary Agreement
- ☰ Sexual Harassment Policy (BP 4119.11)
- ☰ Tobacco-Free Schools/Smoking Policy (BP 3513.3)

### PERSONNEL FORMS TO BE SENT TO VCSBSA PAYROLL OFFICE

- Copy of Human Resources Information Form (HRIF) \*\*\*\*\*
- Copy of Payroll Authorization Request (PAR) \*\*\*\*\*
- Copy of I-9\*\*\*\*\*
- Copy of Social Security Card \*\*\*\*\*
- Copy of Driver's License \*\*\*\*\*
- W-4/DE-4 \*\*\*\*\*
- Retirement System Status Questionnaire – (VCSBSA will forward this to the Retirement Department)
- Retirement System Election Form (if applicable) – (VCSBSA will forward to the Retirement Department)
- CalSTRS Election Form (if applicable) – (VCSBSA will forward to the Retirement Department)
- Arrears Pay Authorization Form \*\*\*
- Direct Deposit \*\*\*\*\*
- Direct Deposit Delivery Option\*\*\*\*\*
- Designation of Person to Receive Warrant \*\*\*
- Medical Insurance Enrollment Form (with required documentation)\*\*\*\*\*
- Declination of Coverage \*\*\*\*\*

### PERSONNEL FORMS TO BE KEPT IN PERSONNEL FILE

- Human Resources Information Form (HRIF) \*\*\*\*\*
- Payroll Authorization Request (PAR) \*\*\*\*\*
- I-9 Form and Information \*\*\*\*\*
- Fingerprint Form \*\*\*\*\*
- TB Test Information \*\*\*\*\*
- Employee Internet Use Agreement \*\*\*\*\*
- Probationary Period Agreement \*\*\*\*\*
- Child Abuse Reporting Requirement \*
- Oath or Affirmation of Allegiance Form \*\*\*\*\*
- Procedure for Industrial Injuries \*\*\*\*\*
- Hazard Communication Program \*\*\*
- Injury & Illness Prevention Program Information \*
- Employee Medical Emergency Information \*\*\*\*\*
- Certification of Medical Examination \*\*\*\*\*
- Physician Pre-Designation Form \*\*\*\*\*

### RETENTION LEGEND

- \* Class 1 - Permanent Records
- \*\* Class 2 - Optional Records
- \*\*\* Class 3 - Disposable Records
- \*\*\*\* No Legal Requirements
- \*\*\*\*\* Recommend retention for one year after termination of employment