

Temporary New Hire Checklist

Name _____

Policies & Procedures	Retirement
Agency Policies/Procedures (Employee Website)	PEBA Retirement Plan Types
Affirmative Action Statement	Non Election of Retirement (Form 1104)
Drug Free Workplace Statement	Retirement Enrollment (Form 1100)
Drug/Alcohol Testing Procedure (if required)	Retirement Beneficiary (Form 1102)
Confidentiality Agreement (if applicable)	Notification of Employed Retiree (Form 1106)
SCEIS/ESS/QRC Handouts	ORP Beneficiary (Form 1106)
Health Ins. Marketplace Coverage Notice	
General Information	Other Forms
Work Hours	Personnel Action Form (to HR office)
Work Schedule	State Application/EEO Form
Pay Dates & Lag Period	Direct Deposit or CashPay Payroll Card Application
Direct Deposit	Federal & State W4 Forms
Mandatory Deductions	Emergency Contact Form
Other State Employment (Notify HR office)	I9 Employment Eligibility Verification
Holiday Schedule	Position Description(signed/ send to HR office)
Personnel File (retained in HR office)	
Vacancy Notices	
Reporting Changes	
Workers Comp/State Accident Fund	Computer Functions
1. Report injury to Supervisor	Employee Website: www.state.sc.us/forest/employees.htm
2. Call Compendium 1-877-709-2667	Employee Email Address
3. Notify HR Office 803-896-8879	
Human Resources Office	
Background Check (if applicable)	
Firefighter Registration (if applicable)	
SCEIS Notification to Supervisor	
Temporary Employment Letter	
Post-Offer Drug Testing (if applicable)	
SCEIS User Name & Password	

Please place a checkmark beside the items discussed with you/information provided to you.

Employee Signature

Print Name

Date

Agency Representative

Print Name

Date