

RGP STAFF NEW HIRE CHECKLIST

School of Medicine

NAME: _____ HIRE DATE: _____

CLASS/SLOT: _____ REQUISITION #: _____

DEPT: _____ DIVISION: _____

STATE TITLE: _____ POSITION #: _____

INTERNAL TITLE: _____ SUPERVISOR: _____

Employee’s Emergency Contact (Name/Relationship/Telephone):

- [Health Risk Assessment Form](#) (sent to SOM HR before hire date)
- Health Risk Assessment Form **on file**
- [SLED/Background Checklist](#) (sent to SOM HR before hire date)
- [SLED](#) or [Background Authorization Form](#) (sent to SOM HR before hire date)
- [IS-1](#), if applicable (process before hire date to receive approval by International office)

- [ACA Marketplace Exchange Notice to Employee](#)
- [ACA Marketplace Exchange Acknowledgment of Receipt](#) (Send with hire paperwork)
- Application – Affirmative Action information on back (**all questions completed**)
- E-verify
- [I-9](#)
- Malpractice – 60 day advance process, to Dawn Bruce
- Offer Letter (with contingency on SLED/Background check return & transcripts, if applicable)
- Online system updated
- [Orientation check sheet](#) for Permanent Employees
- [PBP-2](#)
- [PBP-7](#) if in Temporary position
- Position Description – New online PD with signatures (Print from ‘Historical PD’)
- [Reference Checks](#)
- [Research Grant/Time Limited Employment Agreement](#)
- Work Locator Form on file** (no change in work location for re-hire/re-appointment)
- Work Locator Form** (if new hire or if location of re-hire/reappointment is different from form on file)

Please Note: When hiring research grant-funded employees, you may hire for a year at a time, but may not have an end date that exceeds the end date of the grant or an IS-1.

Rehire

- ACA Form
- [PBP - 4/5 Form](#): HR Action Form for Non- Students
- [Research Grant/Time Limited Employment Agreement](#)