New Hire/Rehire Documentation

CED & Agent Positions
Required for HRIS Action Approval:
- Personnel Action Request Form
- Personal Data Form
- Copy of Signed Social Security Card
- Original, Signed Offer letter
- Equivalency Ratio Table

Required for Employment, Not for HRIS Action Approval
- I-9 Form
- Direct Deposit Form (or Employee can enter through MyPack Portal)
- Tax Forms (or Employee can enter through MyPack Portal)
- Appendix C – Data Compliance Form

Program Assistant/Associate Positions
Required for HRIS Action Approval:
- Personnel Action Request Form
- Personal Data Form
- Copy of Signed Social Security Card
- Original, Signed Offer letter
- EFNEP Hiring Form (if needed)

Required for Employment, Not for HRIS Action Approval
- I-9 Form
- Direct Deposit Form (or Employee can enter through MyPack Portal)
- Tax Forms (or Employee can enter through MyPack Portal)
- Appendix C – Data Compliance Form

Secretary Positions
Required for HRIS Action Approval:
- Personnel Action Request Form
- Personal Data Form
- Copy of Signed Social Security Card
- Original, Signed Offer letter

Required for Employment, Not for HRIS Action Approval
- I-9 Form
- Direct Deposit Form (or Employee can enter through MyPack Portal)
- Tax Forms (or Employee can enter through MyPack Portal)
- Appendix C – Data Compliance Form