



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

Employment Paperwork Checklist

Employee Name: _____ Start Date: _____

Supervisor Name: _____ Department: _____

The following information applies to all new full-time classified staff in employment at VCU. Please review the checklist with your supervisor within the first week of work or sooner if you require assistance.

When	What	Where to find it	What to do	Check when complete
Before your first day	HireRight <ul style="list-style-type: none">• Background checks• Employment eligibility (Section 1)	Email from HireRight Customer Support	Follow instructions in email from HireRight Customer Support	
Before your first day	Checklist for Completing Form I-9 (proof of identity documentation)	Online at www.hr.vcu.edu/about/forms.html#employment	Bring acceptable proof of identity documents on your first day at work	
Before your first day	Child Support Disclosure	In this packet Online at www.hr.vcu.edu/about/forms.html#employment	Complete and bring to work	
Before your first day	Selective Service	In this packet Online at www.hr.vcu.edu/about/forms.html#employment	Complete and bring to work	
Before your first day	Personal Data Form	In this packet Online at www.hr.vcu.edu/about/forms.html#transaction	Complete and bring to work	
Before your first day	State and federal tax forms	In this packet	Complete and bring to work Consult with your tax consultant as needed	
Before your first day	Direct Deposit Authorization Form	In this packet	All employees are required to receive pay by direct deposit Complete and bring to work with a voided check	
Before your first day	Safety Awareness Orientation video	Online at www.hr.vcu.edu/training/safety.html	Watch and take post-video quiz prior to first day	

When	What	Where to find it	What to do	Check when complete
Before your first day	Welcome to VCU video	Online at www.hr.vcu.edu/newemployees.html	Watch prior to first day	
First day	Worker's Right-to-Know Statement	In this packet Online at www.hr.vcu.edu/about/forms.html#employment	Review and complete with your supervisor on first day	
Before your first day	New Employee Benefits Checklist	In this packet Online at www.hr.vcu.edu/about/forms.html#employment	Review Note deadlines and take required actions as soon as possible to secure important health and other benefits	
Within first 30 calendar days of employment	State Health Benefits Program Enrollment Form Flexible Reimbursement Accounts Election	In this packet Online at www.hr.vcu.edu/about/forms.html#benefits	Must be completed within 30 calendar days of start date or coverage is waived Additional documents are required for dependents	
Before you attend New Employee Orientation (NEO)	Health benefits information: Benefits at a Glance (Commonwealth of Virginia) About Your Benefits State Health Benefits Program Monthly Premiums	Online at www.hr.vcu.edu/newemployees.html Also on Virginia Dept. of Human Resource Management (DHRM) website at www.dhrm.virginia.gov/hbenefits/employeeestoc.html	Review Prepare your health benefits questions before you attend NEO so we can assist you with your selection(s)	
Before you attend New Employee Orientation (NEO)	Required policies and training for employees: Checklist and verification of review	Checklist online at www.hr.vcu.edu/about/forms.html#employment Links to required policies and training embedded in checklist	Policies must be reviewed prior to your scheduled orientation ; signed checklist collected at orientation Training must be completed within 90 days of start date	
Before you attend New Employee Orientation (NEO)	VCU Quest for Distinction	Online at www.future.vcu.edu/	Review Take note of mission, vision, values and themes	
At your leisure	VCU Payday and Holiday Schedule	Online at www.hr.vcu.edu/news/holiday.html	For your information	