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**State of New Mexico**

**New Hire Checklist for Onboarding**

Employee Name: Agency Name:

Classification: Position #:

Status of Position: FLSA Status:

 Alternative Dispute Resolution Acknowledgment

 COBRA Notification

 Code of Conduct Acknowledgment

 Conditions of Appointment Acknowledgment

 Defensive Driving Course Acknowledgment

Direct Deposit Authorization (Proof of Ownership: Please attach a voided preprinted check or bank statement showing user name and account number)

 Employee Assistance Program Acknowledgment

 Flexible Spending Account Acknowledgment

 FLSA Status

 Leave/Retirement Information

Securian Life Beneficiary Designation and Change Request (Please see Examples of Beneficiary Designations with complete information i.e. address etc.)

 New Hire (or Qualifying Event) Benefit Enrollment (Submit both pages)

Outside Employment Disclosure (If you do not have outside employment, only your signature is required. If you do have outside employment, your supervisor and Agency Head must sign)

 PERA Application for PERA Membership (Needs Social Security Number and address)

 PERA Beneficiary Designation (Needs Social Security Number and address)

 PERA Beneficiary Spousal Consent (Only if applicable)

 Personal Data

 Policies and Procedures Employee Acknowledgment (Agency policies will be emailed to you)

 Risk Management Division Notice of Privacy Practices

 Workers’ Compensation Acknowledgment

Standard I-9 (Requires copy of documentation, i.e. copy of driver’s license, social security card, passport)

 Standard W4

**State of New Mexico**

**New Hire Checklist for Onboarding**

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Employee Name: Agency Name:

**Important Handouts**

 Code of Conduct

 Code of Conduct-Acknowledgment

 Bi-Weekly Contribution Schedule

 2018 Employee Calendar

 Employee Benefits Overview

 Deferred Compensation Plan

 Securian Group Term Life and ADD Insurance 9 17

Please note that you only need to send back signature pages unless otherwise noted. You will keep the informational documents for your reference. Please submit documents with the checklist in one packet.

Your Agency specific policies will be emailed to you from the Onboarding Administrator.

Please fax back to Talent Acquisition **(505) 827-5476.**

Employee Signature: Date:

Talent Acquisition

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1100 South St. Francis Drive, Suite 3114

Santa Fe, NM 87504

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