



CITY OF SANTA CLARITA
Part-Time, Temporary, and Seasonal (PTS)
Instructions
New Hire Paperwork

Attached is a “Reading” and a “Signature” file. It is advised to be knowledgeable about all material in the Reading file prior to moving forward to the Signature file.

It may help to print out these instructions to refer to as you complete paperwork.

FORM:

HOW TO COMPLETE:

W-4	Indicate number of exemptions on line 5. If claiming “Exempt,” indicate on line 7 and leave line 5 blank.(Remainder of pages-info only) Sign/Date and bring to paperwork session.
Payroll Auto Deposit	Optional. If interested, bring to paperwork session.
Personal Information	Complete the information required and bring to paperwork session.
Form I-9	Complete ONLY Section 1. Instructions included. Bring appropriate documents, i.e., something from List A <u>OR</u> something from List B & C. Bring pages 1 and 2 along with documents to paperwork session.
CalPERS Reciprocal Self-Certification	Asking if you are or have been a member with another CalPERS agency. See the list of agencies in this form.
CalPERS Reciprocal Self-Certification form	Page 4. Sign/Date and bring to paperwork session.
CalPERS-Exclusion Letter	States as a PTS employee, you are not eligible for CalPERS membership.
CalPERS-Acknowledgement	Sign/Date and bring to paperwork session.
DMV Pull Notice	Allows City to monitor driving record while employed. Fill in driver’s license, sign and date.
Health Insurance Marketplace	INFORMATION ONLY – Read the Policy
Paid Sick Leave Eligibility	“ “
PTS Policies/Procedures	“ “
Smoke-Free Workplace Policy	“ “
Equal Employment Opportunity	“ “
Worker’s Compensation	“ - about City’s Worker’s Compensation
Harassment Policy	Read the Policy.
Harassment-Acknowledgement	Sign/Date and bring to paperwork session.
Drug-Free Policy	Read the Policy.
Drug-Free-Acknowledgement	Sign/Date and bring to paperwork session.
Electronics Policy	Read the Policy.
Electronics-Acknowledgement	Sign/Date and bring to paperwork session.
GPS Policy	Read the Policy.
GPS-Acknowledgement	Sign/Date and bring to paperwork session.
Fraud Policy	Read the Policy.
Fraud-Acknowledgement	Sign/Date and bring to paperwork session.