

## 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 OR something from List B & C. Bring pages 1 and 2 along with

documents to paperwork session.

Complete "Applicant Information," remainder of pages, and bring to paperwork session. Livescan/Supplemental Appln.

**Mandated Reporting Requirements** Mandated Rep.-Acknowledgement

Requires you to report suspected child abuse. Sign/Date and bring to paperwork session.

**Health Insurance Marketplace Paid Sick Leave Eligibility** 

PTS Policies/Procedures **Business Casual Dress Policy** Smoke-Free Workplace Policy **Equal Employment Opportunity** 

Worker's Compensation

INFORMATION ONLY - Read the Policy

- about City's Worker's Compensation

Complete the information required, take to school and they will issue you the Official Work **Work Permit** 

> Permit that you will bring to paperwork session. Complete and bring to paperwork session.

**Harassment Policy** 

**Photo Release** 

Harassment-Acknowledgement Read the Policy.

**Drug-Free Policy** Sign/Date and bring to paperwork session.

Read the Policy. **Drug-Free-Acknowledgement** 

**Electronics Policy** Sign/Date and bring to paperwork session.

Read the Policy. **Electronics-Acknowledgement** 

**GPS Policy** 

Sign/Date and bring to paperwork session.

Read the Policy. **GPS-Acknowledgement** 

Sign/Date and bring to paperwork session. Fraud Policy Fraud-Acknowledgement

Read the Policy.

Sign/Date and bring to paperwork session.