

## 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.

Health Insurance Marketplace Paid Sick Leave Eligibility PTS Policies/Procedures Business Casual Dress Policy Smoke-Free Workplace Policy Equal Employment Opportunity

Worker's Compensation

Work Permit

**Photo Release** 

Harassment Policy Harassment-Acknowledgement Drug-Free Policy

**Drug-Free-Acknowledgement** 

**Electronics Policy** 

**Electronics-Acknowledgement** 

**GPS Policy** 

**GPS-Acknowledgement** 

Fraud Policy

Fraud-Acknowledgement

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

Permit that you will bring to paperwork session.

Complete and bring to paperwork session.

Read the Policy.

Sign/Date and bring to paperwork session.

Read the Policy.

Sign/Date and bring to paperwork session.

Read the Policy.

Sign/Date and bring to paperwork session.

Read the Policy.

Sign/Date and bring to paperwork session.

Read the Policy.

Sign/Date and bring to paperwork session.