



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

New hire paperwork links are organized by Reading Pages and Signature Pages. It is advised to be knowledgeable about all material in the Reading Pages prior to moving forward to the Signature Pages.

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

Please bring all completed Signature Pages to your paperwork/fingerprinting appointment at City Hall.

FORM:

HOW TO COMPLETE:

W-4 – Federal	Review instructions on document. Complete/Sign/Date and bring to paperwork session.
W-4 – State	Review instructions on document. Complete/Sign/Date and bring to paperwork session.
Payroll Auto Deposit	Optional. If interested, attach voided check and bring complete to paperwork session.
Personal Information	Complete the information required and bring to paperwork session.
Form I-9	Review instructions on the document and complete Section 1 only. Page 3 has a list of acceptable documents. Please bring on selection from list A OR a combination of one selection from List B and one selection from list C to paperwork/fingerprint appointment. Bring completed Form I-9 and page 3 documents to paperwork session.
CalPERS Reciprocal Self-Certification	Review instructions on document and complete sections 1-3 (only complete section 2 if it is applicable to you) The form is asking if you are or have been a member with another CalPERS agency. Complete required sections on page 3, sign, date and bring to paperwork session.
CalPERS-Exclusion Notice	States that as a PTS employee, you are not eligible for CalPERS membership. Complete section 1 , sign, date, and bring to paperwork session.
Live Scan Application	This application is required to be fingerprinted by the City. Please review all pages and complete the highlighted section on page 1, all sections of page 5, sign and date on page 6. If you are a minor please have your parent/guardian review and acknowledge the application and sign/date page 6. Complete required sections and bring to paperwork session.
Live Scan/Supplemental Questionnaire	Review and complete all pages. Sign/Date and bring to paperwork session.
Hepatitis B Vaccination Option	If you have NEVER received this vaccination, the City offers this to you. Most people have already had this as a requirement from school districts. This is not a requirement of the position.
Hepatitis B Decline	If you decline this vaccination, sign/date and bring to paperwork session.
Hepatitis B Consent	If you consent to this vaccination, sign/date and bring to paperwork session.
Mandated Reporting Requirements	Requires you to report suspected child abuse. Sign/Date and bring to paperwork session.
Harassment Acknowledgement	Review the Policy in the reading pages. Sign/Date and bring to paperwork session.
Drug-Free Workplace Acknowledgement	Review the Policy in the reading pages. Sign/Date and bring to paperwork session.
Electronic Comms. Acknowledgement	Review the Policy in the reading pages. Sign/Date and bring to paperwork session.

GPS Acknowledgment	Review the Policy in the reading pages. Sign/Date and bring to paperwork session.
Fraud Acknowledgement	Review the Policy in the reading pages. Sign/Date and bring to paperwork session.
ATD Program Acknowledgement	Review the program and watch the video in the reading pages. Sign/Date and bring to paperwork session.
Media Communications Acknowledgement	Review the Policy in the reading pages. Sign/Date and bring to paperwork session.
Emergency Alert System (Nixle)	This form provides your contact information so the City may reach you during an emergency. Please include at least your Name and Mobile Number (your Division is included in your contingent offer) and bring to paperwork session.
Loyalty Oath for Minor	If you are a minor please have your parent/guardian review and acknowledge on pages 1 and 2.
Outside Employment Form	Review the document, complete your Name, Title (Included in contingent offer), check a box that applies, sign, and date. If you engage in outside employment, please describe the nature of the employment along with all other required fields.