POTOMAC CONFERENCE CORPORATION
Human Resources
606 Greenville Avenue, Staunton, VA 24401
Office (540) 886-0771 | Fax (540) 904-0722
http://www.pcsda.org

NEW HIRE PAPERWORK CHECKLIST: CONFERENCE OFFICE

This Form to Be Completed By (Site Manager/Liaison)

Name _____ **Position:** **Admin**

PLEASE BE SURE TO COMPLETE ALL FORMS THAT APPLY.

Standard Forms (ALL):

- ☐ Completed and Signed **Employment Application**
- ☐ Completed and Signed **I-9 Form** – pages 1 and 2
- ☐ Copy of required **documents for I-9** - please refer to page 4 for List of Acceptable Documents
- ☐ Copy of **Social Security Card**
- ☐ Completed and Signed Form **W-4**
- ☐ Completed and Signed **Direct Deposit** form
- ☐ Completed and Signed **Membership Verification Form**
- ☐ Completed and Signed **EEO-1 Self Identification**
- ☐ Completed and Signed **Verified Volunteer Policy (Child Protection Training/Background Check)**
- ☐ Completed **Service Record Information Sheet**
- ☐ Signed **Acknowledgment of Receipt of Harassment Policy**
- ☐ Signed **Conflict of Interest Statement**
- ☐ Signed **Working Policies Acknowledgement**
- ☐ Signed **Work Injury Acknowledgment**
- ☐ Signed **Statement on Tithing**
- ☐ Completed **Tuition Assistance Application** (if applicable)

Virginia Residents (ONLY):

- ☐ Completed and Signed Form **VA-4**
- ☐ Signed **Mandatory Child Withholding Statement**

Maryland Residents (ONLY):

- ☐ Completed and Signed Form **MW 507**

SEND COMPLETED FORMS TO THE HUMAN RESOURCES DEPARTMENT WITHIN THE FIRST THREE DAYS OF THE EMPLOYEE'S HIRE DATE. USE THE DATE OF HIRE FOR ALL DATES. USE THIS CHECKLIST TO ENSURE THAT ALL FORMS ARE INCLUDED. ANY INFORMATION AND/OR FORMS NOT RECEIVED BY THE 15TH OF EACH MONTH WILL CAUSE A DELAY IN PAYROLL PROCESSING. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT HUMAN RESOURCES.