

Online Orientation Checklist

1. **Payroll/HR Forms:**

I have filled out the following forms and will bring them to Orientation.

- Direct Deposit Form
- EEO Employee Information Form
- Emergency Contact Form
- Federal Tax Form (W-4)
- NYS Tax Form (IT-2104)
- Policy Review Confirmation
- Video Training Confirmation
- Verification of Employment Eligibility Form
 - Required forms of identification for Verification of Employment (page 3) for orientation.
- NYS Retirement Plan Offer/Declination Form
- NYS Retirement Enrollment Form (OPTIONAL)
 - Required documents and appropriate forms of identification for orientation
- Oath of Office

2. **Policies:**

I have reviewed the following policies.

- Affirmative Action/Equal Employment Opportunity Plan
- Sexual Harassment
- Drug Free Workplace
- Workplace Violence Prevention Plan
- Title VI Program Plan
- Ethics Law
- FMLA
- Workers Compensation
- IT/Acceptable Use
- Cell Phone
- Cancer Screening
- Smoke Free Workplace

3. **Training Videos: (1.5 hrs)**

I have viewed the following videos.

- Affirmative Action/Equal Employment Opportunity
- Diversity
- Sexual Harassment/Harassment Part 1
- Sexual Harassment/Harassment Part 2
- Workplace Violence Prevention
- Ethics Law