

PENNSTATE HERSHEY



Milton S. Hershey
Medical Center

NEW HIRE CHECKLIST

PLEASE COMPLETE THE FOLLOWING ITEMS:

- Local Earned Income Tax Residency Certification Form
- Form W-4 - Employee's Withholding Allowance Certificate
- Form I-9, Employment Eligibility Verification
- Direct Deposit Authorization
- Self-Identification Forms
- Confidentiality Agreement
- Worker's Compensation Employee Notification
- Milton S. Hershey Medical Center Intellectual Property Agreement (IPA Form)
- Employee Health Department - Infectious Disease Summary

IMPORTANT POINTS TO REMEMBER:

- Incomplete/missing forms or documents can delay your paycheck.
- Please complete all forms in their entirety as indicated in the checklist.
- Bring all forms with you to your scheduled New Hire Orientation.
- If you are not scheduled to attend New Hire Orientation, please bring your paperwork with you on your first day of employment.

PLEASE BRING THE FOLLOWING REQUIRED DOCUMENTS WITH YOU TO ORIENTATION

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| <input type="checkbox"/> Proof of all levels of education (we accept copies of diplomas, certificates, degrees, or transcripts). | <input type="checkbox"/> Verification) for all acceptable forms of ID. We are required by the Department of Justice to review these documents on all new employees within the first 3 days of employment. | <input type="checkbox"/> Year |
| <input type="checkbox"/> A voided check or proof of savings account letter for mandatory Direct Deposit. | | <input type="checkbox"/> Make |
| <input type="checkbox"/> Two forms of identification (please reference the checklist on Form I-9 (Employment Eligibility | <input type="checkbox"/> Vehicle information for Parking Services on up to three personal vehicles: | <input type="checkbox"/> Model |
| | | <input type="checkbox"/> Color |
| | | <input type="checkbox"/> State/License Plate # |