NEW HIRE PROCESS

Checklist Guide for Seasonal and Temporary Employees

Welcome to the City of Boulder!

Before you begin work, you will need to complete the **New Hire Process**. Please use this checklist and guide to ensure completion of each requirement. If you have any questions or need assistance, please contact Human Resources.

HOURS	ADDRESS	CONTACT
Monday-Friday 8am-5pm	3065 Center Green Drive Boulder, CO 80301	303-441-3070 hr@bouldercolorado.gov

☐ **Schedule New Hire Appointment - This is mandatory for all new hires AND re-hires**

Use our online calendar to schedule your New Hire Appointment with Human Resources.

https://www.timetrade.com/book/QVN9L

☐ **Complete Your I-9**

Step One: You must complete section 1 of your I-9 using the site listed below.
Step Two: You must also bring these form(s) of identification with you to your new hire paperwork appointment. This site will inform you of which identification document(s) are acceptable forms to present during your appointment (Example: Passport or Birth Certificate and a Driver's License etc.)

Employer Code: 17463 http://www.newi9.com/

☐ **Complete Your Background Check**

You will receive a **separate** email from American Databank with a link you must follow to complete your background check. *Applicable to employees 18 and over

☐ **Review City of Boulder Policies**

You will sign a form in your paperwork packet confirming that you have received and read these policies.

☐ **Complete Your New Hire Paperwork**

Your **new hire paperwork** is attached to the Welcome email. Before starting employment, a new hire paperwork appointment with HR is mandatory. All forms may be completed electronically and e-mailed to HR@bouldercolorado.gov or printed and completed by hand, prior to your mandatory appointment.

Paperwork to Complete in Packet:

- ☐ **PERA Enrollment Form** – As a Colorado public employee, you will become a member of the Public Employees' Retirement Association (PERA). Through PERA, you will pay 8% into a pension rather than Social Security. Enrollment is not optional and the form must be completed even if you already are or were a PERA member. Please use this form to also name your pension beneficiaries. Once you have left CO public employment, you may maintain or transfer the account as tax-deferred or close your account and withdrawal the payments you have made. Early withdrawal, however, will receive a tax penalty. (**www.copera.org**)
- ☐ **Statement Concerning Employment Not Covered by Social Security** – Please read and sign this statement, which relates to retirement coverage through PERA rather than Social Security.
- ☐ **Oath or Affirmation of Employment** – This must be signed by all City of Boulder employees.
- ☐ **Direct Deposit Form** – Direct Deposit is the only option to receive your paycheck.
- ☐ **Emergency Contact Form** – This information may also be changed at any time through Employee Self-Service.
- ☐ **Policy Sign-Off** – Please review the policies attached to your Welcome email and confirm you have done so.
- ☐ **W-4** – Please complete lines 1-7 of the bottom portion. HR cannot assist you with claiming your tax deductions. If you are unsure of how to complete this form, please review the instructions and use the worksheets provided or speak to a tax advisor.

What to Bring to Your New Hire Appointment…

		My New Hire Appointment Time and Date:
☐	**I-9 Document(s) for Verification**	
☐	**Completed New Hire Forms**	
☐	**Voided Check or Direct Deposit/Automatic Payment Form**	