

NEW HIRE PROCESS

Checklist Guide for Standard Employees



Welcome to the City of Boulder!

Before New Hire Orientation, you 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

- Complete Your I-9**
Complete Section 1 of your I-9 using the site listed below. This must be completed before your New Hire Orientation. Once completed, this website will inform you of which identification document(s) **you must present for verification** at your New Hire Orientation.

<http://www.newi9.com/>

Employer Code: **17463**

- Complete Your Background Check**
You will receive a **separate** email from American Databank with a link you must follow to complete your background check. If you have not received it, be sure to check your spam folder. Please complete this as soon as possible **before** your New Hire Orientation.

- Complete Your New Hire Paperwork**
Your **new hire paperwork** is attached to this Welcome email. All forms may be completed electronically and e-mailed to HR@bouldercolorado.gov or printed and completed by hand. If you need assistance, you may also complete these forms during your New Hire Orientation.

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.
- 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 Orientation...

<input type="checkbox"/>	I-9 Document(s) for Verification
<input type="checkbox"/>	Completed New Hire Forms
<input type="checkbox"/>	Voided Check or Automatic Payment Form