



Municipality of Monroeville

Monroeville, PA 15146

New FT Employee Checklist

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| <input type="checkbox"/> Human Resources Information | <input type="checkbox"/> PMRS (Pension) Application (Non-Uniformed) |
| <input type="checkbox"/> W-4 | <input type="checkbox"/> Pension Beneficiary Forms |
| <input type="checkbox"/> Form I-9 <ul style="list-style-type: none">○ Two forms of ID; ex. Passport, driver's license, social security card, birth certificate | <input type="checkbox"/> Worker's Compensation Memos & Notices |
| <input type="checkbox"/> Local EIT Residency Certification Form | <input type="checkbox"/> Employee Handbook & Safety Manual |
| <input type="checkbox"/> Direct Deposit Form <ul style="list-style-type: none">○ Attach Voided Check | <input type="checkbox"/> Bargaining Unit Contract |
| <input type="checkbox"/> LST Exemption Form (If applicable) | <input type="checkbox"/> USX Credit Union Information |
| <input type="checkbox"/> MBS (Highmark/UPMC/dental) Enrollment Form | <input type="checkbox"/> Deferred Compensation <ul style="list-style-type: none">○ Capital Group/American Funds○ Nationwide○ Mission Square |
| <input type="checkbox"/> VBA (Vision) Enrollment Form | <input type="checkbox"/> Supplemental Insurance <ul style="list-style-type: none">○ AFLAC○ Washington National○ ID Shield/Legal Shield |
| <input type="checkbox"/> Life Insurance Enrollment Form | <input type="checkbox"/> Additional Information <ul style="list-style-type: none">○ Tap 529○ Employee Assistance Program (EAP) |
| <input type="checkbox"/> Health Insurance Rebate Form | |
| <input type="checkbox"/> Mission Square RHS Form | |

I have received all the above-referenced items, and I agree to read each item indicated.

Employee Name

Employee Signature

Date