



Municipality of Monroeville New FT Employee Check List



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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"/> Highmark/UPMC Enrollment Form | <input type="checkbox"/> Deferred Compensation Information <ul style="list-style-type: none">○ Capital Group/American Funds○ Nationwide○ ICMA |
| <input type="checkbox"/> Vision Enrollment Form | <input type="checkbox"/> Supplemental Insurances Info. <ul style="list-style-type: none">○ AFLAC○ Washington National |
| <input type="checkbox"/> Life Insurance Enrollment Form | |
| <input type="checkbox"/> Health Insurance Rebate Form | |
| <input type="checkbox"/> ICMA RHS Form | |

I have received all above identified items, and I agree to read each item indicated.

Signature

Print Name

Date