

ORIENTATION CHECKLIST√

(New to State Service – Rank and File and Excluded Employees)

<b>Employee Name</b>	<b>Effective Date</b>
<b>Position</b>	<b>Agency/Unit Number</b>

**HIRING FORMS**

<b>Std. 689</b>	Oath of Allegiance or Oath of Office (Exempt employees only) (Must be administered prior to the employee commencing duties of position)
<b>Std. 686</b>	Employee Action Request (EAR) (Must be completed to process appointment)
<b>Std. 243</b>	Designation of Person Authorized to Receive Warrants (In the event of the employee's death)
<b>Form I-9</b>	Employment Eligibility Verification (Must be completed prior to start date)
<b>Std. 912</b>	Military Service Information
<b>Std. 241</b>	Beneficiary Designation (CalPERS) <i>Optional</i>
<b>Varies</b>	Emergency Information/Physician Designation form

**BENEFIT FORMS & INFORMATION**

<b>CalPERS</b>	Health Benefits Booklet
<b>HBD-12</b>	Health Benefits Enrollment Form
<b>HBD-12A</b>	Declaration of Health Coverage (Employee must enroll within sixty (60) calendar days of the eligibility date)
<b>CalHR 782</b>	Affordable Care Act (ACA) Notification Checklist
<b>CalHR</b>	Dental Plan Booklet
<b>Std. 692</b>	Dental Enrollment Form (Employee must enroll within sixty (60) calendar days of the eligibility date)
<b>CalHR 774</b>	Premier Vision Plan Enrollment Authorization
<b>CalHR</b>	FlexElect Brochure
<b>Std. 701C</b>	FlexElect Cash Option Enrollment Authorization

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	<b>Std. 701R</b>	Reimbursement Account Enrollment Authorization
	<b>Std. 702</b>	CoBen Cash Enrollment Election
	<b>CalHR</b>	Group Legal Services Brochure
	<b>ARAG</b>	Group Legal Enrollment Form ( <a href="https://www.araglegalcenter.com/home/login/index.htm">https://www.araglegalcenter.com/home/login/index.htm</a> )
	<b>Std. 699</b>	Direct Deposit Enrollment Form (check eligibility)
	<b>CalPERS</b>	Long-Term Care
	<b>CalHR</b>	Long-Term Disability (excluded employees only)
	<b>The Standard</b>	Long-Term Disability Enrollment Form ( <a href="https://www.standard.com/mybenefits/california/">https://www.standard.com/mybenefits/california/</a> )
	<b>CalHR</b>	Savings Plus (Deferred Compensation) Booklet
	<b>Savings Plus Now</b>	Savings Plus Enrollment Form ( <a href="https://www.savingsplusnow.com/iApp/tcm/savingsplusnow/index.jsp">https://www.savingsplusnow.com/iApp/tcm/savingsplusnow/index.jsp</a> )
	<b>CalHR</b>	EAP Brochure

**MISCELLANEOUS**

		Welcome Letter from the Director
		Information regarding the department
		New Employee Orientation (department website)
		Incompatible Activities Statement
		Equal Employment Opportunity Information
		Public Transportation Information
		Bargaining Unit Contract
		Leave Credit Information Sheet
	<b>STD 640 or OSP 101</b>	Pay Period Calendar
		Timesheet
		Wounded Warrior Transitional Sick Leave Act

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Personnel Specialist

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Date