

Administrative Support/Supervisor

This page has been set up as a type of checklist for the Administrative Person/Supervisor who will be guiding the new employee through the New Employee Orientation.

The following is a list of items that need to be completed by your new employee and the time frames in which to complete them. For your convenience, you may want to print this page and check off the items below as your new employee completes them.

To Do - Checklist

First Day of Employment

- Start Orientation for new employee by having them read the Welcome to the USDA letter
- Continue the orientation by opening "First Day" at the top of the screen or by using the continue link at the bottom of the page
- Employee must complete the following forms and return them to you after reviewing/signing them
 - Employee Address, AD-349
 - Employee's Withholding Allowance Certificate, W-4
 - Appointment Affidavit, SF-61
 - Employment Eligibility Verification, I-9
 - Self-Identification of Medical Disability, SF-256
 - Race and National Origin Identification, SF-181 (as needed)
- Employee may need to complete the following forms and return them to you after reviewing/signing them
 - State Tax Withholding Certificate (Requires Internet access)
 - City and/or County Tax Withholding Certificate (as needed)

First Week of Employment

- Have the employee open "During Your First Week"
- Employee must complete the following forms and send them to the Minneapolis Business site
 - Selective Service Agreement (if applicable), HRO-446
 - Declaration for Federal Employment, OF-306
 - Statement of Prior Service (if applicable), SF-144
 - Direct Deposit Sign-Up Form or Waiver Form, SF 1199A
 - HRO Form 444c, Personnel Document Transmittal Form
- You are required to obtain 2 sets of fingerprints from your new employee
 - Fingerprint Chart, SF-87
- You may also need to have the employee complete the following forms

- _____ SF-85, Questionnaire for Nonsensitive Positions
- _____ SF85P, Questionnaire for Public Trust Positions
- _____ SF-86, Questionnaire for Sensitive Positions

First Month of Employment

- _____ Have the employee open "During Your First Month"
- _____ Employee should be given the opportunity to review all of the following documents
 - _____ Information on Statement of Earnings and Leave
 - _____ Welfare to Work Program Information
 - _____ Employee Responsibility and Conduct Personnel Bulletin
 - _____ Political Activity Bulletin 734.1
 - _____ Reprisal Actions Against Employees and Others
 - _____ The Work Number for Everyone Letter
 - _____ Conflict Prevention and Resolution in USDA
 - _____ Merit promotion plan or absence and leave in the Human Resources Desk Guide (HRDG) under Subchapter 4335, Merit Promotion Plan, and Subchapter 4630, Absence and Leave
 - _____ If employee is covered under any local or national collective bargaining agreements e.g., the American Federation of Government Employees (AFGE), or the National Association of Agriculture Employees (NAAE)

Employee Benefits Checklist

- _____ Have the employee open "Employee Benefits"
- _____ Employee must complete the following forms and send them to the Minneapolis Business site
 - _____ Life Insurance Election Form, SF 2817, even if the employee elects the automatic Basic Life coverage only, within 31 days of their appointment
 - _____ Health Benefits Registration Form, SF-2809, even if the employee elects not to enroll, within 60 days of your appointment,
- _____ Have the employee review the information regarding Designating a beneficiary, retirement and TSP information along with the supporting documents for each category.