This checklist is provided to assist you in the new employee process, signing up for benefits, and activating payroll.

**Items to be completed before your first day:**

- W-4 and I-9, in RedCarpet
- Identification documents have been verified by HR (at Orientation)

**Items to be completed your first week:**

- Direct deposit form – must also submit a voided check, in RedCarpet
- Emergency contact and release form, in RedCarpet
- Enroll in benefits online at [www.hrbenefitsadvantage.com](http://www.hrbenefitsadvantage.com) (Medical, Dental, Wellness participation, Life/LTD/STD, Flexible Spending)
- Sexual Harassment video and policy summary
- EEO Questionnaire (Optional, for reporting purposes of active employees)
- Contract

**Retirement:**

**Faculty or Professional employees:**

- Select, enroll and return my election form for ORP (Optional Retirement Plan) to Human Resources.

**Classified employees:**

- Complete PERSI paperwork

**Items that can be completed anytime:**

- 403(b) Salary Reduction Agreement (College does not match your contributions)
- *PERSI Choice* (Classified employees only)
- NIC Foundation –payroll deduction form