



Date: October 6, 2004

MEMORANDUM FOR:

ITA OHRM Staff

FROM:

Doris W. Brown
Human Resources Office

A handwritten signature in black ink that reads "Doris W. Brown".

SUBJECT:

New Employees and Employees with Prior Federal Service
Forms checklists
(File code 300)

The attached SOP checklist is implemented to ensure that the proper and required documentation is received from new employees beginning careers with ITA or its serviced bureaus.

e-Attachment

New Employee Checklist

**ITA-OHRM
NEW EMPLOYEE CHECKLIST – REQUIRED FORMS**

Employee name: _____ SSN: _____

✓	NEW EMPLOYEES
<input type="checkbox"/>	OF-306, declaration of Federal Employment
<input type="checkbox"/>	SF-144, Statement of Prior Federal Service
<input type="checkbox"/>	I-9, Employment Eligibility Verification
<input type="checkbox"/>	Education Data Update Form
<input type="checkbox"/>	Race and National Origin Identification
<input type="checkbox"/>	Self Identification of Handicap
<input type="checkbox"/>	Uniform Service
<input type="checkbox"/>	Direct Deposit
<input type="checkbox"/>	Employee Address Form
<input type="checkbox"/>	SF-85, Questionnaire for Non-Sensitive Positions
<input type="checkbox"/>	Appointment Affidavit

PAYROLL FORMS:

<input type="checkbox"/>	State Tax Form (MD, DC, VA, etc.)
<input type="checkbox"/>	DC Non Residence Certificate (if applicable)
<input type="checkbox"/>	W-4, Federal Tax Form
<input type="checkbox"/>	Employee Address
<input type="checkbox"/>	Direct Deposit/EFT Information

BENEFITS FORMS:

<input type="checkbox"/>	SF-2817, FEGLI (31 days)
<input type="checkbox"/>	SF-2809, FEHB (60 days)
<input type="checkbox"/>	TSP-1 (60 days)

BENEFICIARY FORMS:

<input type="checkbox"/>	SF-2823, FEGLI Beneficiary
<input type="checkbox"/>	SF-1152-, Unpaid Compensation Beneficiary
<input type="checkbox"/>	SF-3102, FERS Beneficiary or SF-2808, CSRS Beneficiary

EMPLOYEES WITH PRIOR FEDERAL SERVICE	✓	✓
Items to be completed:	Reinstatement	Transfer
Date OPF, EMF, EPF & 1150 ordered		
Date OPF, EMF, EPF & 1150 received		
Date leave record copied and sent to payroll		
Date EMF sent to health unit		
Date OPF and prior SF-144's purged (in accordance w/regulations)		
Date of calculation of new SCDs		
Frozen service dates		
Creditable military service (yrs, mos, days)		
Federal SCD		
Verify retirement system code		
Career tenure dates		
Date TSP info transferred including any TSP loan info		
Date of SF-2810		
Update NFC System		
Verify/Update Annual Leave Category		
Verify WGI date		
Verify date of current grade		
Verify FEHB code		
Verify FEGLI Code		

Completed by HR Assistant: _____ Date: _____

NOTE: MERGED OPFs MUST BE REVIEWED BY THE BENEFITS SPECIALIST