

Extended Day New Hire Onboarding Checklist

#	Complete	Form Name	Instructions
1.	<input type="checkbox"/>	I-9 Authorization	Use Employer Code 14575 Enter today's date as your Work Start Date.
2.	<input type="checkbox"/>	Authorization for Direct Deposit	Please attach a voided check or account deposit information obtained from your bank (often available through your bank online)
3.	<input type="checkbox"/>	Tuberculosis (TB) Screening	You may use any doctor or facility you are comfortable with. If you already have a test result less than 1 year old, you can provide us with a copy of the shot record/results.
4.	<input type="checkbox"/>	Federal Tax Form W-4	Please contact your tax advisor for advice.
5.	<input type="checkbox"/>	State Tax Form <ul style="list-style-type: none"> • Virginia • Maryland • DC 	Please contact your tax advisor for advice.
6.	<input type="checkbox"/>	Fingerprint Request & Authorization	
7.	<input type="checkbox"/>	Virginia Department of Social Services Central Registry Information Form	<p>Do not mail the forms. No fees are required.</p> <p>Employees who have lived in other states during the past five years will be required to complete additional forms during onboarding.</p> <p>Please print pages single-sided.</p>

Fingerprinting will be completed at your Onboarding Appointment.

Please make sure to complete your pre-employment paperwork prior to your onboarding appointment.

Please bring a government-issued photo ID and your Social Security Card (for payroll purposes) to your appointment. Original documents are required.

If you have any questions please contact your HR Specialist, Alondra Becerra (Alondra.Becerra@apsva.us).

Your Onboarding Appointment is scheduled for:

Date: _____

Time: _____

Syphax Education Center
4th Floor, Human Resources Department
2110 Washington Blvd
Arlington, VA 22204

703-228-2726

HR.Support@apsva.us