Employee Onboarding/Orientation Checklist
(Agency Guidance)

The Personnel Cabinet maintains a standard checklist, intended for agency use during the onboarding of new employees. It does not contain all agency specific information; therefore, where additional items may be necessary, please supplement this listing accordingly. Please note, with prior Personnel Cabinet approval, agencies may utilize their own version of this checklist, as long as it contains all of the information found on this standard version.

Upon completion, the checklist should be signed, dated, and stored in the agency personnel file.

The following provides additional information, as necessary, on the different items listed throughout the checklist.

IMMEDIATE ACTION ITEMS:

Employment Eligibility Verification Form (I-9) - This is a federal form that must be completed properly, timely, and must be maintained within the agency. A link to the IRS website, where this form is officially housed, is provided on the Personnel Cabinet's HR website under Resources/Forms/I-9.

Work Schedule Request Form - When permitted by the agency, an employee requesting a specific work schedule should complete and submit this form. It is available on the Personnel Cabinet's website under Documents in Demand and on the HR website under Resources/Forms/W.

If the requested schedule does not already exist within KHRIS, the agency HR Administrator should complete and submit the **KHRIS Work Schedule Request Form** to the Personnel Cabinet via Business Request for review/approval/processing. It is also available on the Personnel Cabinet's HR website under Resources/Forms/W.

Outside Employment Form - If an employee currently holds or is considering assuming another job, outside of and in addition to their state job, this request form should be completed and provided to the agency's appointing authority for internal approval. It is available to employees on the Personnel Cabinet website under Documents in Demand. It is also on the Personnel Cabinet's HR website under Resources/Forms/O.

Tax Forms - The K-4 is the state tax form. The W-4 is the federal tax form. Please direct the employee to KHRIS Employee Self-Service: https://khris.ky.gov where they will see a link for 'Payment Information/Tax Withholding'.

A tutorial of this process (and others) is available on the Personnel Cabinet website under Resources/Training and Development/Employees.

W-2 Online Election – Electronic W-2 forms are available to employees via KHRIS Employee Self-Service. Not only are they available to employees sooner than the paper version, they can be reprinted at any time by the employee. Employees should be directed to KHRIS Employee Self-Service: https://khris.ky.gov where they will see a link for 'Election for Online W-2' which allows them to make this selection for the next tax year. Once a selection is made, it continues indefinitely.

Benefits - *Eligible* employees should be directed to KHRIS Employee Self-Service: https://khris.ky.gov where they will see a link for 'New Hire' which allows them to add dependents and make benefit selections for the current year.

- The Checklist for New Employees should also be provided and signed, to ensure employee awareness of enrollment processes.

Tutorials of these processes (and others) are available on the Personnel Cabinet website under Resources/Training and Development/Employees.

For benefit/plan information, please direct the employee to the Personnel Cabinet's website. Information is available under Benefits/Health Insurance and Benefits/Dental-Vision-Life Insurance. Paper enrollment forms are available through the Department of Employee Insurance, if necessary.

NOTE: Employees hired during open enrollment will enroll twice. They should first access ESS and enroll using the New Hire link. Once complete, they should wait one day and log in again to access the Open Enrollment link.

Employees *not eligible* for coverage **MUST** be provided the New Health Insurance Marketplace Coverage Options and Your Health Coverage notice. This is available on the Personnel Cabinet's HR website under Resources/Forms/M for Marketplace.

Direct Deposit - Information is available on the Personnel Cabinet's website under Benefits/Pay. Please direct the employee to KHRIS Employee Self-Service: https://khris.ky.gov where they will see a link for 'Personal Information / Bank Details for Direct Deposit' which allows them to add and then maintain bank information.

A tutorial of this process (and others) is available on the Personnel Cabinet website under Resources/Training and Development/Employees.

If the employee is uncomfortable completing this process online, the enrollment and update form can be completed and provided to the HR office for processing.

Note: Direct deposit is mandatory for new employees and can be accomplished with a personal bank account or a Payroll Card. Information on both is on the website as listed above.

EEO Self-Reporting Form - The Commonwealth of Kentucky is required to record and report certain non-discrimination and affirmative action statistics. The state invites employees to voluntarily self-identify their race/ethnicity and gender. This information will ONLY be used according to the provisions of applicable federal laws, executive orders, and regulations, including those requiring information to be summarized and reported to the federal government for civil rights enforcement. This form is available for this purpose; however, employees may also access KHRIS ESS to self-identify.

Education and Training Verification Documents – When an employee is appointed from a register (or approved for a specific personnel action) and their education is not on file, the agency HR Requisition Approver will receive an email from DCO requesting that the required documents be obtained during the onboarding process. A deadline will be provided in the email.

EMPLOYEE RETIRMENT BENFITS AND INVESTMENT ITEMS:

Benefits- Retirement - The link provided takes employees to a document containing various retirement/tier information. It is for informational purposes only. If the employee has specific questions, they should be directed to KRS.

Returning Retirees who are rehired within 12 months of retirement are required to provide proper notice to KRS, as is the employing agency. Please contact KRS to provide these notices as appropriate.

Deferred Compensation Authority - The link provided takes employees to a summary document containing various deferral information. It is for informational purposes only.

New employees must also be given information on the new hire automatic enrollment feature. Employees can be led to the Deferred Comp website link for details, which includes an FAQ document, brochure, and the opt out form.

If the employee has specific questions, they should be directed to Deferred Comp.

PAYROLL AND PERSONNEL ITEMS:

Charitable Giving: KECC - If the employee is interested in donating to KECC, more information is available on the Personnel Cabinet's website under Resources/Giving Back. Those hired during a campaign should complete the standard pledge form. Those hired outside of the campaign, should complete the new hire form.

Notify of FLSA Status – In accordance with the **Hiring and Selection Procedure**, agencies should visit the Personnel Cabinet's HR website (Resources/Position Information/FLSA) to determine if a non-exempt position needs to be tested. Please contact the Personnel Cabinet via Business Request if assistance is needed. Employees should be informed of their status as well as their Block 50 eligibility.

If the employee is non-exempt, provide:

Overtime Compensation Election Form - Non-exempt employees have the choice of earning overtime pay or compensatory leave and are able to change their selection every three months using this form. It is available on the Personnel Cabinet website under [Documents in Demand](). It is also on the Personnel Cabinet's HR website under [Resources/Forms/O]().

TRAINING:

At a minimum, employees are required to complete the Executive Branch Onboarding: New Employee Training curriculum. It is available for agency training coordinator's to register the employee through CommonwealthU/MyPURPOSE – it must be assigned as a NEW occurrence. The *Guide to Executive Branch Ethics* must also be provided.

Other training requirements may apply and should be enforced as needed. Supervisors should also complete MyPERFORMANCE Performance with a Purpose.

OTHER INFORMATION ITEMS:

Communications: Social Media – The Personnel Cabinet communicates with employees in a number of ways. To ensure employee are aware, they should be provided this flyer that advises where they can find employee information via Facebook, Twitter, and the website.

Omnilert Notice – Please let employee know, if they have a work-issued email/computer, that they will receive an email from Omnilert or their department IT, about installing Omnilert to their desktop in order to receive emergency alerts.

Safety Program Orientation and Safety and Health Manual/Acknowledgement- The manual includes an orientation checklist that should be used to thoroughly review the program and manual. It also contains an acknowledgment form that should be signed, dated, and stored in the agency personnel file.

Emergency Preparedness Flyer – Please provide employees with this document that covers Executive Branch Preparedness and Communications. This includes reminding employees to stay alert and informed of agency procedures, who to call in an emergency, and to keep contact information current in KHRIS.

Emergency Procedures - All agencies should have documented procedures for emergencies such as fire, tornado, etc. Please share this information with the employee and/or post in a common area and ensure employee is aware.

Agency Policy Statements – Many agencies have developed policies specific to their agency. If you agency has done this, please ensure employee is provided such and made fully aware.

Employee Resource Groups (ERG) Information – Please provide employees with this document that explains the groups and the mission of the program and provides contact information.

Kentucky Employees Assistance Program (KEAP) – Please ensure employees are aware of this program. A brochure has been made available for this purpose and is available on the Personnel Cabinet website under Services/KEAP.

Employee Discount Opportunities - Please share this link for awareness of companies that may offer discounts to state employees.

Ethics – Statement of Financial Disclosure – This form only applies to "officers" as defined by KRS 11A.010(7) and is required to be completed within 30 days of hire. It is also required annually and again upon separation. It is available on the Ethics Commission's website.

Unemployment Insurance – Benefits Acknowledgement Form – This form only applies to those employees with the following job titles: Secretary, Deputy Secretary, Executive Director, and Commissioner. It is available on the Personnel Cabinet's HR website under Resources/Forms/U.

"Welcome to State Government" - Employee Reference Guide - This guide should be completed by the HR Administrator and provided to the employee, during onboarding, as a reference of their personal and position information. It is available on the Personnel Cabinet's HR website under Resources/Forms/W.