



**New Hire Paperwork Checklist:**

**What to bring to your Benefits Orientation!**

**Employment Paperwork:**

- ✓ I-9 Form and applicable documentation (i.e. Driver's License, Social Security Card, Passport, etc.)
- ✓ W-4 Form
- ✓ Policy & Procedures Checklist Acknowledgement Receipt
- ✓ SC State Ethics Rules of Conduct
- ✓ Default on Student Loan
- ✓ Disclaimer
- ✓ Statement of Confidentiality
- ✓ Direct Deposit Form w/ VOIDED Check
- ✓ Employee Data Sheet
- ✓ Social Security Card (for Payroll purposes)

**Benefits:**

- ✓ Completed Summary of Benefits Worksheet
  - If you are adding a dependent spouse or children, please have documentation verifying dependent eligibility easily accessible. You may upload documentation before you approve the transaction online via [MyBenefits](#).
- ✓ Tobacco Certification Form
- ✓ Retirement Enrollment will be completed online via [Member Access](#). You will receive an email to 'Make a retirement plan election'. (SCRS or State ORP)
- ✓ Retirement Beneficiary Form (Form [1102](#) for SCRS or Form [1106](#) for ORP)