

Name: \_\_\_\_\_

Hire date: \_\_\_\_\_

### NEW EMPLOYEE PAPERWORK/BENEFITS CHECKLIST

#### New Employee Forms

- \_\_\_\_\_ New Employee Data Sheet \*
- \_\_\_\_\_ Prior Employment Form \*
- \_\_\_\_\_ W-4 \*
- \_\_\_\_\_ K-4 \*
- \_\_\_\_\_ I-9 \*
- \_\_\_\_\_ Social Security Card \*
- \_\_\_\_\_ Direct Deposit (mandatory)\*
- \_\_\_\_\_ KPERS Beneficiary Form
- \_\_\_\_\_ Compensatory Time Agreement  
(Nonexempt only)
- \_\_\_\_\_ Acknowledgement of Confidential  
Employee Status (as needed)
- \_\_\_\_\_ Emergency Contacts (optional)
- \_\_\_\_\_ KCPR Acknowledgement
- \_\_\_\_\_ Position Description
- \_\_\_\_\_ Essential Job Duty Form

#### Employee Benefits

- \_\_\_\_\_ KPERS Retirement
- \_\_\_\_\_ Health Benefits Booklet
- \_\_\_\_\_ Prescription Drug Plan
- \_\_\_\_\_ Dental Insurance
- \_\_\_\_\_ Vision Insurance
- \_\_\_\_\_ Health Spending Accounts
- \_\_\_\_\_ Health Quest
- \_\_\_\_\_ KPERS 457 Deferred Compensation
- \_\_\_\_\_ Learning Quest
- \_\_\_\_\_ Basic Group Term Life and Optional  
Group Life
- \_\_\_\_\_ Long Term Care Insurance
- \_\_\_\_\_ Voluntary Insurance

#### Additional Information

- \_\_\_\_\_ Timesheet
- \_\_\_\_\_ Time and Leave Earnings Codes
- \_\_\_\_\_ Employee ID
- \_\_\_\_\_ Employee Self Service
- \_\_\_\_\_ Pay Plan & Step Movement
- \_\_\_\_\_ Kansas Court Personnel Rules (KCPR)  
<http://intranet.kscourts.org:7778/>
- \_\_\_\_\_ MAP Access Information  
<https://sehp.member.hrissuite.com/>

\* Items Required for All Employees

# BENEFITS INFORMATION

## STATE EMPLOYEE HEALTH PLAN BOOKLET

<http://www.kdheks.gov/hcf/sehp/download/SEHP2017ActiveNonStateBook.pdf>

## KPERS MEMBER LOGIN

<https://member.kpers.org/wfmLogin.aspx>

## KPERS 457 LOGIN

<http://www.kpers.org/kpers457.html>

<http://www.kpers.org/kpers457/WhatIsKPERS457.pdf>

## OPTIONAL GROUP TERM LIFE INSURANCE

[https://www.standard.com/eforms/10391d\\_753781b.pdf](https://www.standard.com/eforms/10391d_753781b.pdf)

## GROUP TERM LIFE INSURANCE

First Day Coverage

150% of gross salary payable to beneficiary

## COLONIAL LIFE

Voluntary Insurance

[http://www.kdheks.gov/hcf/sehp/colonial\\_life.htm](http://www.kdheks.gov/hcf/sehp/colonial_life.htm)