



## NEW HIRE FORMS CHECKLIST DEPARTMENT OF FISH AND WILDLIFE



| New to State Service (includes Retired Annuitants)   | Due Date                          |
|--|-----------------------------------|
| <input type="checkbox"/> <a href="#">Authorization to Use Privately Owned Vehicles on State Business (STD 261)</a> | If applicable                     |
| <input type="checkbox"/> <a href="#">Annual-Vacation Sick Leave Election Form</a>                                  | Within 2 days of start date       |
| <input type="checkbox"/> <a href="#">ID Badge DFW 212</a>  | On Start Date                     |
| <input type="checkbox"/> <a href="#">Beneficiary Designation (PERS-BSD-241)</a>                                    | Within 2 days of start date       |
| <input type="checkbox"/> <a href="#">Direct Deposit Enrollment Authorization (STD 699)</a>                         | Anytime                           |
| <input type="checkbox"/> <a href="#">Emergency Information Form (FG HRB 253)</a>                                   | Within 2 days of start date       |
| <input type="checkbox"/> <a href="#">Employee Action Request (STD 686)</a>   | Within 2 days of start date       |
| <input type="checkbox"/> <a href="#">Employment Eligibility Verification (I-9)</a>                                 | Prior to Start Date               |
| <input type="checkbox"/> <a href="#">Military Service Declaration (STD 912)</a>                                    | Within 2 days of start date       |
| <input type="checkbox"/> <a href="#">Oath of Allegiance (STD 689)</a>  | Within 2 days of start date       |
| <input type="checkbox"/> <a href="#">Oath of Office (STD 688)</a>  | Exempt Employees Only             |
| <input type="checkbox"/> <a href="#">Designation of Person Authorized to Receive Warrants (STD 243)</a>            | Within 2 days of start date       |
| <input type="checkbox"/> <a href="#">State Employee Race/Ethnicity Questionnaire (CalHR 1070)</a>                  | Within 2 days of start date       |
| <input type="checkbox"/> <a href="#">Statement of Economic Interest (Form 700) – if applicable</a>                 | Within two weeks of start date    |
| <input type="checkbox"/> <a href="#">Workers' Compensation Pre-Designation (FG HRB 544)</a>                        | At time of hire or any time after |
| <input type="checkbox"/> <a href="#">CalPERS Justification of Spouse Form PERS-BSD-800</a>                         | Within 2 days of start date       |
| <input type="checkbox"/> <a href="#">CalPERS Reciprocal Self-Certification Form PERS-CASD-801</a>                  | Within 2 days of start date       |
| <input type="checkbox"/> Duty Statement  | Review and sign on first day      |
| <input type="checkbox"/> <a href="#">Employee's Designated Headquarters DFW 202</a>                                | Within 2 days of start date       |
| <input type="checkbox"/> <a href="#">Home Address – Request for Non-Disclosure</a>                                 | If applicable                     |
| <input type="checkbox"/> <a href="#">DFW 1024 Anti-Nepotism Form</a>   | During Interview Process          |
| <input type="checkbox"/> <a href="#">Employee Asbestos Notification STD-250</a>                                    | Within 2 days of start date       |
| Transfer from Another State Agency   | Due Date                          |
| <input type="checkbox"/> <a href="#">Emergency Information Form (FG HRB 253)</a>                                   | Within 2 days of start date       |
| <input type="checkbox"/> Duty Statement  | Review and sign on first day      |
| <input type="checkbox"/> <a href="#">Statement of Economic Interest (Form 700) – if applicable</a>                 | Within two weeks of start date    |
| <input type="checkbox"/> <a href="#">Workers' Compensation Pre-Designation (FG HRB 544)</a>                        | At time of hire or any time after |
| <input type="checkbox"/> <a href="#">ID Badge DFW 212</a>  | On Start Date                     |
| <input type="checkbox"/> <a href="#">DFW 1024 Anti-Nepotism Form</a>   | During Interview Process          |
| <input type="checkbox"/> <a href="#">Employee Asbestos Notification STD-250</a>                                    | Within 2 days of start date       |