

**North Dakota Department of Agriculture
Reserve Corps Vet-Temp Employees**

May 2010

	Person Responsible	Complete
Initial Tasks		
• Introduce employee to co-workers and other work-related people	Div. Dir.	
• Return all employee paperwork to Kelsey for filing	Div. Dir.	
Administrative Details		
• Pay rate, frequency, and method of distributing paychecks	Kelsey	
Forms for All Employees		
• W-4 form	Kelsey	
• Employment Eligibility Verification form (I-9)	Kelsey	
• Drug-Free Workplace Acknowledgement (SFN: 16769) (3/92)	Kelsey	
• Direct Deposit Employee Authorization (SFN: 50428) (11/06)	Kelsey	
• Designated Medical Provider Form	Jet	
• Personal Data Form (SFN: 13091) (11/06)	Kelsey	
Part-Time Employees		
• Agreement/Waiver of Participation for Optional Retirement (SFN: 17627) (5/05)	Kelsey	
• Monthly Time Report	Kelsey	
• E-mail policy statement	Kelsey	
Work Schedule		
• Overtime procedures – compensatory time	Div. Dir.	
Job Specific		
• Training	Div. Dir.	
• Work tasks – who assigns work, who can assign work, etc.	Div. Dir.	
• Travel –per diem allowances, flights, etc.	Jet	
General Information		
• Information Technology – Help Desk, Email, MS Office, Computer Equipment, Software Training, Purchasing, Phones, etc.	Roberta	
• Photo ID's	Jet	
• Safety and emergency	Jet	
• Flex training	Jet	
Other		
• Employee File – explain personnel file	Kelsey	

Employee signature

Date

Div. Dir Signature

Date

***PLEASE RETURN THIS COMPLETED FORM TO KELSEY FOR FILING**