



NEW HIRE INFORMATION

Name: _____ Employee No.: _____
Position: _____ Date of Hire: _____

PRE-HIRE / ONBOARDING PAPERWORK

- | | | | |
|---|--|-------------------------------|---|
| ☐ Application & Resume | ☐ History Statement | ☐ I-9 | ☐ Background Auth. |
| ☐ Direct Deposit | ☐ Info. Release | ☐ W-4 | ☐ Emergency Packet |
| ☐ DPS Background | ☐ Pass | ☐ Fail | ☐ Physical |
| | ☐ Pass | ☐ Fail | ☐ References Checked |

COMPENSATION

☐ 2080 ☐ 2912

Annual Salary: _____ Hourly Rate: _____ Position Step: _____
☐ Transfer ☐ Promotion ☐ Demotion ☐ Step Increase Effective Date: _____ Salary Change: ☐ Yes ☐ No
☐ Step Increase ☐ Market Increase Salary: _____ to _____
☐ Station/Position: _____ to Station/Position: _____
Certification(s): *Intermediate* *Advanced* *Master*
Firefighter (24pp) ☐ \$50/Mo. ☐ \$75/Mo. ☐ \$100/Mo.
Haz-Mat (24pp) ☐ \$50/Mo.
Wildland (24pp) ☐ \$50/Mo. ☐ \$75/Mo. ☐ \$100/Mo.
Paramedic (26pp) ☐ \$400/Mo.
Allowance(s) (24pp) ☐ Auto: _____ Mo. End Date: _____ ☐ Phone \$100/ Mo.
Advanced Degree (24pp) ☐ Associates'-\$75/Mo. ☐ Bachelors'-\$100/Mo. ☐ Masters'-\$125/Mo.
Stipends (26pp) ☐ EMS FTO-\$200/Mo. ☐ Eng. Step-Up-\$50/Mo. ☐ Cpt. Step-Up-\$125/Mo.

HUMAN RESOURCE ACTIONS

- | | | | |
|---|---|---|--|
| ☐ Verify TCFP/TDSHS | ☐ Email Assigned | ☐ E. Navigator | ☐ TCDRS |
| ☐ Logistics Notified | ☐ EMS & Fire BC Notified | ☐ Business Cards | ☐ Master Update |

FINANCE ACTIONS

- ☐ Payroll Set-up ☐ P-Card – Amount: _____ Date: _____ ☐ P-Card Paperwork

OTHER

- ☐ Address Change: _____ City/State/Zip: _____
☐ Phone Change: _____ ☐ Name Change: _____
☐ Other: _____

SEPERATION

- ☐ Voluntary ☐ Involuntary Effective Date: _____ Eligible for Rehire? ☐ Yes ☐ No
☐ Returned Uniforms ☐ Returned Assigned P-Card ☐ Returned ID Badge ☐ Other: _____
Vacation Accrual: _____/hrs. Pay Out? ☐ Yes ☐ No If yes, how many hrs? _____ Pay Period: _____
Sick Accrual: _____/hrs. Pay Out? ☐ Yes ☐ No If yes, how many hrs? _____ Pay Period: _____
Notes: _____

Employee Signature: _____ Date: _____

Executive Director: _____ Date: _____

HR: _____ CFO: _____ Date Payroll Updated: _____

