

**EMPLOYEE CHECKLIST**

PA 0706 / 08-10

Type of Employment		<input type="checkbox"/> Temporary <input type="checkbox"/> Project		<input type="checkbox"/> Temporary to Project <input type="checkbox"/> Temporary to Permanent		Starting Date		
Last Name		First	Middle Initial	Employee No.	Position Title		Class Spec. No.	
Department			Facility/Unit Name		Org. Unit No.	Seniority in Grade Date		
Pay Plan	Level/Range	Step	Annual Salary	Bi-Weekly	Hourly Rate	Track Code	H.R. Representative	Tel. Ext.
Former PA Employee		<input type="checkbox"/> Yes <input type="checkbox"/> No		Comments				

**ITEM COMPLETED – Check all that apply**

I – 9 Form	<input type="checkbox"/>	Benefits Briefing Completed	<input type="checkbox"/>
Recruitment Folder Checklist	<input type="checkbox"/>	Indoctrination Topics Covered	<input type="checkbox"/>
Verification cards Sent	<input type="checkbox"/>		
Emp. Verf. Service Requested	<input type="checkbox"/>	• Probationary Period	• Overtime
No Exec Level relatives in P.A.	<input type="checkbox"/>	• First Pay	• Holidays
Preplacement Medical Eval. Sent	<input type="checkbox"/>	• Increases	• Vacation
Recommendation to Hire Memo	<input type="checkbox"/>	• Promotions	• Excused Absences
			• Personal Leave
			• Passes
			• Tuition Refund
			• Sick Leave

**DOCUMENTS VERIFIED**

Diploma/Degree Required	Dates	Location	Document	Checked by
		School/City and State		
Drivers' License	Expiration Date & Type of License	State	License Number	
Other Licenses Required	Expiration Date & Type of License	State	License Number	

**EMPLOYMENT OF RELATIVES – Review application and list all relatives:**

Name and Level of P.A. Relatives \_\_\_\_\_

Relationship to New Hire \_\_\_\_\_

**DOCUMENTS RECEIVED**

I hereby acknowledge receipt of the following:

1. General Rules and Regulations for all Port Authority Employees
2. PAI 20-1.06 (Giving or Accepting Gifts or Gratuities)
3. PAI 20-1.07 (Political Activities of Port Authority Employees)
4. AP 20-1.13 (Employment of Relatives)
5. AP 20-1.15 (Code of Ethics and Financial Disclosure)
6. Port Authority publication "Serving in the Public Interest: The Guide to Port Authority Ethical Standards"
7. New executives (B-95 or above or Service A) also acknowledge receipt of P.A. Form 3375: Financial Disclosure Statement

Employee Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**RECOMMENDATION AND APPROVAL**

_____ Recruitment Representative	_____ Date	_____ Orientation Representative	_____ Date	_____ Approved by Supervisor, Employment	_____ Date
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