

Employee Name: _____

Due: _____

Appendix A

ARIZONA DEPARTMENT OF ADMINISTRATION HUMAN RESOURCES NEW EMPLOYEE ORIENTATION SUPERVISOR'S CHECKLIST

This checklist is designed to ensure that every new employee is provided with all the information needed to perform their job effectively.

Prior to arrival date

- Send letter confirming offer (include salary and start date)
- Prepare acceptance of uncovered acknowledgement letter (if applicable)
- Schedule fingerprinting prior to start date (if applicable)
- Obtain New Employee Packet
- Notify HR Budget Administrator for the following:
 - AD-100 is completed
 - Telephone is connected
 - Computer is connected/log-on is established
 - Provide name plate
 - Order business cards (if applicable)
- Schedule new employee to attend new employee sign in session (this should be done on their first day of employment for E-Verify)
- Schedule appropriate training courses which include:
 - Welcome to State Service (within 30 days)
 - Ethics (within 60 days)
 - Preventing Sexual Harassment (within 60 days)
 - Supervisory Academy (mgr/sup only)
 - Security Awareness Training
- Prepare the office space
 - Clean work area
 - Ensure appropriate materials are on hand
- Prepare announcement of new employee's arrival to be included in the weekly e-mail
- Inform co-workers and other appropriate staff of hiring decision

First day of hire

- Complete paperwork with employee
 - State Access or ID Card Request Form
 - In Case of Emergency Form (included in packet)
 - HRIS Access Request Form (if applicable)
 - AFIS Access Request Form (if applicable)
 - Signature Authorization Forms (if applicable)

- Discuss
 - History, mission and goals of the Human Resources Division
 - Performance pay and agency goals
 - Responsibilities of the position
 - Supervisor expectations
 - Daily operation of the division and matters such as staff meetings
 - Process of accumulating leave and requesting time off
 - PASE (if applicable)
 - Emergency Evacuation Procedures
 - Employee dress/casual days
 - How to obtain supplies
 - Work hours; lunch breaks
 - Tuition Reimbursement Program
 - Time & Attendance (payroll)
 - Employee Guidebook (pc desktop)
 - News & Views Newsletter (quarterly)
- Introductions
 - Co-workers
 - Tour division and facilities
 - Assistant Director
- Provide Welcome Packet which includes:
 - Welcome letter from the Assistant Director
 - HRD Organizational Chart
 - HRD Phone Listing
 - HRD Section Descriptions
 - Sample of the most recent HR Assistant Director's weekly e-mail
 - Building Directory
 - Emergency Information Form
 - State Access or ID Card Request Form
 - Process to recruit/fill positions (for managers/supervisors only)

Supervisor Signature _____ Date: _____

Please forward copy of completed form to Human Resources Assistant Directors Office within 30 days of employee's start date.

Employee Name: _____

EIN (if available): _____

Agency Hire Date: _____ Date of Session: _____

ARIZONA DEPARTMENT OF ADMINISTRATION

New Hire On-Boarding Checklist

Welcome to ADOA:

- ADOA Employee Handbook (signed Acknowledgement of Receipt retained by HR)
- New Notice of Rights under FMLA
- ADOA Lanyard

Policies, HRIS, and Payroll Forms:

- New Hire/Transfer/Retiree Questionnaire
- State of Arizona Loyalty Oath*
- Conditions of Employment (as appropriate, if applicable)*:
 - o Original Probationary Employee (6 months)
 - o Original Probationary Employee (1 year)
- Use of State Services, Computers, and Equipment Policy*
- DP User Affirmation Statement*
- Prohibiting Harassment and Discrimination Policy
- Disclosure Statement of Outside Employment or Business Interests
- Selective Service Affidavit
- Child Support/Spousal Maintenance Certification
- New Employee Personal Information
- W-4 Federal Tax Withholding Allowance Certificate
- A-4 Arizona Withholding Percentage Election
- Overtime Compensation Election Form (if applicable)
- GAO Direct Deposit Authorization

Primary Benefits Enrollment Instructions, Forms, and Carrier Brochures:

- ASRS Retirement / Long-term Disability Enrollment Form
- ASRS Beneficiary Form
- ASRS Portfolio and New Employee Information
- Benefits Options New Employee Enrollment Book (with pricing, payroll schedule, and enrollment forms if needed)

Supplemental Benefits and Miscellaneous Information:

- Nationwide Deferred Compensation Brochure
- Transit Pass Application and Rideshare Brochure
- Arizona State Savings & Credit Union Package
- Canyon State Credit Union Package
- AZ State Jobs card
- Career Center Brochure
- Risk Management FAQs
- Insert for Computer Purchasing program
- Informational flyer for Discounted Home & Auto Insurance
- ComPsych Guidance Resources Brochure (Employee Assistance Program)
- Your Employee Services (Y.E.S.) card

PAYROLL TAX TABLES AND EMPLOYEE AND EMPLOYER RELATED EXPENSE RATES

Updated: Dec 17, 2010

*items highlighted in yellow have been changed since the last update.

Effective: Jan 1, 2011

FEDERAL WITHHOLDING

26 PAYS FEDERAL TAX ID NUMBER 86-6004791

(a) SINGLE person (including head of household) -

If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not Over	\$81	\$0
Over	But not over -		of excess over -
\$81	- \$408	10%	\$81
\$408	- \$1,408	plus 15%	\$408
\$1,408	- \$3,296	plus 25%	\$1,408
\$3,296	- \$6,788	plus 28%	\$3,296
\$6,788	- \$14,663	plus 33%	\$6,788
\$14,663	plus 35%	\$14,663

(b) MARRIED person

If the amount of wages (after subtracting withholding allowances) is:		The amount of income tax to withhold is:	
Not Over	\$304	\$0
Over	But not over -		of excess over -
\$304	- \$958	10%	\$304
\$958	- \$2,958	plus 15%	\$958
\$2,958	- \$5,663	plus 25%	\$2,958
\$5,663	- \$8,469	plus 28%	\$5,663
\$8,469	- \$14,887	plus 33%	\$8,469
\$14,887	plus 35%	\$14,887

To determine tax liability, deduct the following from gross pay: number of withholding allowances X contributions for all retirement systems; deferred compensation; tax sheltered annuities; bus cards and private transportation; State sponsored dental, health, and life insurances; vision care, dependent care and medical reimbursement account. **\$142.31**

RETIREMENT PLAN DEDUCTIONS

CODE	RETIREMENT PLAN	EMPLOYEE	EMPLOYER
1	PLAN-ASRS	9.60%	9.60%
2	JUVENILE CORRECTIONS (501)	8.41%	7.46%
3	ELECTED OFFICIALS & JUDGES (415)	7.00%	17.42%
4	PUBLIC SAFETY (007)	2.65%	33.82%
5	GAME & FISH (035)	7.65%	40.63%
6	AG INVESTIGATORS (151)	7.65%	81.75%
7	FIRE FIGHTERS (119)	7.65%	16.92%
8	T.I.A.A./VALIC	7.00%	7.00%
9	NO RETIREMENT	0%	0%
0	CORRECTIONS (500)	8.41%	8.37%
A	CAPITOL POLICE (160)	7.65%	12.86%
B	LIQUOR CONTROL OFFICER (164)	7.65%	31.03%
C	SYSTEM-ASRS	7.00%	7.59%
D	EMPLOYER'S ANNUITY	N/A	5.00%
E	DEFINED CONTRIBUTION	2.66%	2.66%
F	STATE PARKS (204)	7.65%	14.66%
G	PUBLIC SAFETY DISPATCHERS (563)	7.96%	6.51%

STATE WITHHOLDING

STATE TAX ID NUMBER 07-0454000

Comments: Effective Jan 1, 2011, strikethrough items are dropped, new 0.8% added.

PR 14 ARIZONA FORMULA	% of Gross Taxable Wages	
10	= 5.1%	Optional.
11	= 4.2%	Optional.
12	= 3.6%	Optional.
13	= 2.7%	Optional. (Default for new employees who don't complete a form)
14	= 1.8%	Optional. Optional. (Default for \$15,000 or More)
9	= 1.3%	Optional. Not available if annual comp is \$15,000 or more. (Default for under \$15,000)
15	= 0.8%	Optional.
8	= 0.0%	Only available if employee had no tax liability last year and does not expect to have any tax liability this year.

FICA (SOCIAL SECURITY AND MEDICARE) TAXES

	WAGES SUBJECT*	EMPLOYEE	EMPLOYER
SOCIAL SECURITY	Max \$106,800	4.20%	6.20%
MEDICARE	All Applicable wages	1.45%	1.45%

*To determine taxable Social Security and Medicare income, deduct State sponsored dental, health and life insurances, dependent care, medical reimbursement and vision care.

OTHER DEDUCTIONS AND EMPLOYER RELATED EXPENSES

DED CODE	EMPLOYER RELATED EXPENSES	EMPLOYEE	EMPLOYER
T202	UNEMPLOYMENT INS (SUTA)	effective 10/1/2010	0.650%
3802	HR PRO RATA		1.070%
3804	ACCUM SICK ERE (RASL)		0.400%
3800	TECHNOLOGY CHARGE (GITA)		0.200%
3808	COUNSEL SERVICES (AG PRO RATA)		0.675%
3810	HR PRO RATA (PERSONNEL BOARD)		0.030%
7508	LTD A.S.R.S.		0.250%
7509	LTD A.S.R.S.	0.250%	

List of 18 Identifiers

1. Names;
2. All geographical subdivisions smaller than a State, including street address, city, county, precinct, zip code, and their equivalent geocodes, except for the initial three digits of a zip code, if according to the current publicly available data from the Bureau of the Census: (1) The geographic unit formed by combining all zip codes with the same three initial digits contains more than 20,000 people; and (2) The initial three digits of a zip code for all such geographic units containing 20,000 or fewer people is changed to 000.
3. All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older;
4. Phone numbers;
5. Fax numbers;
6. Electronic mail addresses;
7. Social Security numbers;
8. Medical record numbers;
9. Health plan beneficiary numbers;
10. Account numbers;
11. Certificate/license numbers;
12. Vehicle identifiers and serial numbers, including license plate numbers;
13. Device identifiers and serial numbers;
14. Web Universal Resource Locators (URLs);
15. Internet Protocol (IP) address numbers;
16. Biometric identifiers, including finger and voice prints;
17. Full face photographic images and any comparable images; and
18. Any other unique identifying number, characteristic, or code (note this does not mean the unique code assigned by the investigator to code the data)