ENROLLMENT CHECKLIST FORM

Each item received by, or discussed with, the employee must be checked (✓) in the space provided, and the signatures below certify receipt by or discussion with the employee. (5-ACI-1C-22, 4-ACRS-7E-07, 4-APPFS-3E-02)

Forms:

☐ HCM-14
☐ W-4 form
☐ Loyalty Oath
☐ Data Summary Sheet
☐ OPERS or Pathfinder Enrollment Application
☐ Longevity Service Certification Form
☐ EBD/New Hire Form
☐ Employment Eligibility Form (DHS/USCIS Form I-9) and E-Verify Case Details
☐ Automatic Deposit Transmittal Form
☐ Sign-On Pay Incentive Application (OP-110340, Attachment G) for eligible RN and LPN new hires
☐ Acknowledgement: Eligible Dependents on Insurance
☐ Agency Systems Access Request Forms

Employment Orientation Folder:

☐ Director’s Message to New Employees
☐ Table of Contents/Informational Guide to State and ODOC Employment
☐ Oklahoma Department of Corrections Mission, Vision, and Values
☐ Oklahoma Department of Corrections Credo
☐ Administrator’s Policy Statement for Equal Employment Opportunity
☐ Director’s Statement Against Sexual Harassment
☐ Employees Benefits Department (EBD) Benefits Enrollment Guide
☐ “Essential OPERS—Hazardous Duty Employees” or “Essential OPERS—State & Local Government Employees”, as applicable to the employee’s job; and “OPERS Step-Up Brochure.”
☐ Pathfinder Enrollment Handbook
☐ SoonerSave Features and Highlights
☐ General Notice of COBRA Continuation Coverage Rights
DOC Time/Leave Codes (OP-110120)
Comdata Pin Number memo
OP-110205 “Employee Grievance Resolution Procedures”
OP-110215 “Rules Concerning the Individual Conduct of Employees” (5-ACI-1C-22)
OP-110415 “Progressive Disciplinary Procedures”
OP-110601 “Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Motor Vehicles” (if applicable)
OP-110602 “For-cause Drug and Alcohol Testing Program”
OP-110603 “Pre-Employment Drug Testing Program”
OP-030601 “Oklahoma Prison Rape Elimination Act” (PREA) including Attachment A (Sexual Misconduct and Harassment booklet)
OP-050108 “Use of Force Standards and Reportable Incidents”
OP-040106 “Purchase, Use, and Control of Firearms and Security Equipment”
OP-120401 “Fleet Management”
OP-021002 “Use of Social Media”
Hostage Handbook
Suicide Warning Signs card
PeopleSoft Employee Self-Service User ID and Quick Start Guide
Healthcare Reform and Your Benefits
Employee Assistance Program flyer
Veterans’ Job Training Program Information Letter
Photo ID/Badge
Employee Onboarding Survey

Discussion:

Special facility rules/regulations
Process for completing time/leave sheets
Procedures for requesting leave and attendance rule
Paycheck issuance and direct deposit
Department policy regarding discrimination and sexual harassment
Basic and Supplemental Insurance
Basic provisions of the applicable retirement program(s)
Basic provisions of the SoonerSave program
Instructions for reporting a work-related injury/illness
Discussion of the agency’s PRIDE/casual day program
Instructions for Accessing PeopleSoft Employee Self-Service
Access to Merit Rules for Employment

Employee Signature__________________________ Date__________________________

Employee Printed Name__________________________

H.R. Management Specialist__________________________ Facility/Unit__________________________

(R 03/22)