



COLORADO DEPARTMENT OF TRANSPORTATION Permanent Employee – New Hire/Re-Hire Checklist

Use this document for permanent employees only. Please type or print legibly.

Completed by Hiring Office			
Applicant Name <i>(as it appears on Social Security Card)</i>			
Start Date		Transfer from other State Agency? If yes, from where?	
Physical Address		Personal Phone	
Mailing <i>(if different from above)</i>			
Emergency Contact Name		Emer Con Phone	
Pay Rate	SAP Position #	Work Schedule <i>(ex-08MOFR01, CLICK for help)</i>	
Supervisor	Timekeeper	New Hire Contact	
Permanent New Hire Forms			
The following forms are part of a complete Permanent New Hire packet. The items in bold are required and must be received in HR before we can legally enter a CDOT new hire into SAP.			
Directions & required forms can be found at = http://intranet/employees/new-employees-1/neo-perm-forms			
<input type="checkbox"/> Hire Non-CDOT Employee PCR <input type="checkbox"/> I-9 Form (Pg. 7&8) with >> <input type="checkbox"/> Supporting Docs (ex. driver's license, social security card, passport) <input type="checkbox"/> Social Security Card <i>(If not submitted as supporting docs for I-9, required for accurate name entry)</i> <input type="checkbox"/> Orientation Form <input type="checkbox"/> Form SSA-1945 <input type="checkbox"/> Military Service Form <input type="checkbox"/> Voluntary Self ID Form <input type="checkbox"/> PERA Plan forms given to employee Date given:			
If Applicable:			
<input type="checkbox"/> Housing Allowance Agreement (Hard to Fill) <input type="checkbox"/> Memorandum of Understanding Hard-to-Fill/Retain Salary Agreement <input type="checkbox"/> Conditions of Employment for EIT I, II, III (CDOT Form 1267) <input type="checkbox"/> Comp Time for Non-Exempt Employees (CDOT Form 1220) <input type="checkbox"/> Salary Approval Memo if salary above midrange			
Please DO NOT send the following forms with HR New Hire Packet			
<input type="checkbox"/> Direct Deposit Form	Send to Payroll:	Rm 212 or Fax (303) 512-4302	
<input type="checkbox"/> W-4	Send to Payroll:	Rm 212 or Fax (303) 512-4302	
<input type="checkbox"/> W-9	Send to Accounting:	Rm 212 or Email: mary.encinias@state.co.us	
<input type="checkbox"/> Access Request Form #984	Email to HR WFS inbox:	dot_workforce_staffing@state.co.us	
FOR HR USE ONLY:			
PERNR	Birthdate	EID	
Identification Info		SSN	
Timekeeper Code		Class Code	
CPPS Position #		Classification Title	
FLSA Status:	Non-Exempt	Exempt	Premium Pay: 0 1 2 3
<input type="checkbox"/> Fax or original forms	<input type="checkbox"/> If temp to perm; pull temp file	<input type="checkbox"/> Request File from prior Dept	Processed By
<input type="checkbox"/> Selections Packet	<input type="checkbox"/> CPPS Min. Record Flag is "OK"	Date Completed & Checked:	