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

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

Completed by Hiring Office

Applicant Name (*as it appears on Social Security Card*)	
Start Date	
Physical Address	Personal Phone
Mailing (*if different from above*)	
Emergency Contact Name	Emer Con Phone
Pay Rate ___ /hr. SAP Position # ___	Work Schedule (ex-08MOFR01, CLICK for help)
Supervisor	Timekeeper	New Hire Contact

Directions & required forms can be found at = http://intranet/employees/new-employees-1/temp-forms

STEP 1 - Documents to Create Temporary Position

This section must be completed before the employee starts work. The temporary employee's job classification & salary cannot be finalized until HR reviews this form and determines the position's job classification.

☐ Temporary Position Description   ☐ Temporary Employment Interest Form 1136

STEP 2 - Temporary New Hire Forms

The following forms are part of a complete Temporary 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 & CPPS.

☐ **Hire Non-CDOT Employee PCR**
☐ **Job Offer Letter**
☐ **I-9 Form** (Pg. 7&8) with >>   ☐ **Supporting Docs** (ex. driver's license, social security card, passport)
☐ **Social Security Card** (*If not submitted as supporting docs for I-9, required for accurate name entry into CPPS*)
☐ Form SSA–1945
☐ Voluntary Self ID Form
☐ PERA Plan forms given to employee   **Date given:**

Please **DO NOT** send the following forms with HR New Hire Packet

☐	Direct Deposit Form	**Send to Payroll:**	Rm 212 or Fax (303) 512-4302
☐	W-4	**Send to Payroll:**	Rm 212 or Fax (303) 512-4302
☐	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:	P1A1XX
CPPS Position #		Position Name	
FLSA Status: Non-Exempt		Premium Pay 0 1 2 3	
☐ Fax or original forms	☐ Check Obsolete Flag	Processed By	
☐ Selections Packet	☐ CPPS Min. Record Flag is "OK"	Date Completed & Checked:	

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