

District Attorneys General Conference Office: New Employee Information Pack and Directions

Employee Appointment Form

Complete form. It does require the General's signature

Payroll Request (FA-0722)

Employee completes and signs form and attach a voided check at the bottom left

Direct Deposit of Paycheck Statement (FA0955)

Employee completes and signs and Administrator or AA signs

W4 (MUST USE CURRENT YEAR FORM, old forms will not be accepted)

Fill out completely 1-5 and 7 if applicable, Sign and date at the bottom

Employee Record Form (DA0007)

Employee completes entire form

I-9 Form

Fill out page 4 completely and send in all appropriate paperwork

Payroll Deduction Authorization for Property (FA-0973)

Have employee sign and date, Administrator or AA signs and dates

Revenue Funded Position Acknowledgement

Employee signs, General signs and dates, Bottom of form will be completed by Conference

*Southeast Financial Credit Union (FA-0722)

Employee sets up account with Credit Union to complete this form

*Higher Education Fee Discount or Fee Waiver (optional forms)

Follow instructions on form

Drug Free Workplace Policy

Employee signs and dates, fills out their social security number

Leave Beneficiary Form

Employee needs to fill out and have notarized. If any employee passes away while still employed and has an annual/sick leave balance and this form is not on file the leave will be paid out to the TCRS beneficiary that is on file.

TennCare Notice

If your employee is on TennCare, they need to contact the TennCare office to inform them of employer having insurance available.

Enrollment Form (FA-1043)

Fill out Parts 1-4 and Part 6 completely. If Part 5 applies, fill out completely and attach all eligible dependent proof at time of completing paperwork.

Basic Life Insurance Beneficiary Form (FA-1005)

Fill out completely and send in whether you are taking out health insurance or not, if this form is not submitted to the Conference at the time of the employee passing, no one will receive the benefit.

*Optional Special Accident (FA-0831)

Fill out form completely. Effective date is the same date as insurance effective date.

*Flexible Benefits Plan

Medical or Daycare Expense- fill out FA-1009 completely

Transportation and Parking- fill out FA-1020 completely

*Long Term Care Insurance

Contact MedAmerica for enrollment and information

Additional Forms:

Assistant District Attorney/Criminal Investigators:

Completely fill out and send in Notarized any of the following that are applicable:

Oat of Office

Affidavit of Intent

Prior Service Request

Affidavit of Prior Service

Enclose: Certification from former employer if requesting prior prosecutorial credit; Copy of Law License; DD-214 if requesting Military credit

Affidavit of Prior Service- Criminal Investigator

All forms with an "" beside it are optional forms and the employee can opt out of it by not sending the paperwork in. All other forms must be turned back in to the Conference office.*

Also, please make sure that all new employees complete the Title VI Training and questionnaire that is located on the internet/intranet.