

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. (4-4024, 4-4048, 4-4069, 4-ACRS-7E-07, 4-APPFS-3E-02)

Forms:

- HCM-14
- W-4 form
- Loyalty Oath
- Data Summary Sheet
- OPERS 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

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
- 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".
- SoonerSave Features and Highlights
- General Notice of COBRA Continuation Coverage Rights
- Healthcare Reform and Your Benefits
- DOC Time/Leave Codes (OP-110120, Attachment J)

- OP-110205 “Employee Grievance Resolution Procedures”
- OP-110215 “Rules Concerning the Individual Conduct of Employees” (4-4024, 4-4069)
- 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 “Reasonable Suspicion 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”
- 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

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 days 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/District/Unit

(R 12/16)