CITY OF SAN DIEGO
PERSONNEL DEPARTMENT

New Employee Process Checklist

Name	Employee ID (PERNR generated after PCR input)

- ☐ New Hire Personnel Change Request (PCR)
- ☐ W-4 Employee Tax Withholding
- ☐ DE-4 State Tax Form
- ☐ Non Participation in Social Security System (effective 10/04)
- ☐ Employment Appointment Notification (not needed for unclassified or sworn)
- ☐ Supervisor's New Employee Information Checklist
- ☐ Loyalty Oath Card
- ☐ Personnel Data Form
- ☐ Direct Deposit Form goes directly to Comptrollers
- ☐ Notify department ISA or IT contact so additional rights (AD and SAP) may be requested for the new hire.
- ☐ Retain this document in departmental personnel file.

Payroll Specialist	Initial	Date Completed