





**OFFICE OF THE EXECUTIVE SECRETARY
SUPREME COURT OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCES
NEW HIRE PACKET FOR NEW SALARIED EMPLOYEE**
Full-Time Employees and Part-Time Employees (20 hours per week or more)

Benefits Eligibility Chart

CHECKLISTS	PRINT AND COMPLETE THESE FORMS NOTE: All documents require a <u>physical signature</u> . Digital or typed signatures are not accepted.	REVIEW HANDBOOKS & INFORMATION
<u>Payroll and Tax Forms</u>	<ul style="list-style-type: none"> ▪ <u>Employment Eligibility and Verification Form (I-9)</u> ▪ <u>Employee Personal Data Sheet</u> ▪ <u>W-4 Federal Tax Form</u> ▪ <u>VA-4 State Tax Form</u> ▪ <u>Direct Deposit Authorization Form</u> 	<u>SCV Pay and Holiday Calendar</u>
<u>Health Benefits</u>	<ul style="list-style-type: none"> ▪ <u>Health Benefits Enrollment/Waiver Form</u> 	<u>Your Health Plan Options</u> <u>Getting to Know Your Benefits</u> <u>Health Insurance Monthly Premiums</u> <u>Benefits at a Glance</u> <u>Flexible Spending Accounts</u> <u>Summary of Benefits</u> <u>Employee/Retiree Privacy Notice</u> <u>ACA Notice</u>
<u>Designation of Beneficiaries</u>	<ul style="list-style-type: none"> ▪ Designate beneficiaries online on or after your first day of employment:  	<u>VA Retirement System Plan Comparison Guide</u> <u>VRS Plan 1 Member</u> <u>VRS Plan 2 Member</u> <u>VRS Hybrid Member</u>
<u>Optional Life Insurance</u>	<ul style="list-style-type: none"> ▪ Enroll online in Optional Life Insurance on or after your first day of employment, if applicable:  	<u>Optional Group Life Insurance</u> <u>Optional Life Premium Calculation Worksheet</u>
<u>Other Required Forms</u>	<ul style="list-style-type: none"> ▪ <u>Child Support Disclosure Form</u> ▪ <u>Reimbursement Agreement Disability Income Plan</u> ▪ <u>Acknowledgement of Receipt</u> ▪ <u>Prior Service Form, if applicable</u> 	<u>VSDP Handbook</u> <u>DCP-VRS Commonwealth of VA 457 Deferred Comp Plan</u>