




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