

NEW FTE EMPLOYEE CHECKLIST

EMPLOYEE NAME: _____ EMPLOYEE PEOPLE FIRST ID#: _____
Please Print (6 Digits)

SUPERVISOR NAME: _____ EMPLOYEE POSITION #: _____
Please Print (8 Digits)

* You will obtain your People First ID number and your Position number from your Supervisor.

NEW FTE EMPLOYEE PACKET

Complete the FTE New Hire Packet on the internet and ensure that forms are completed accurately and returned to your supervisor. These forms must be submitted to the Bureau of Personnel Services within 3 days of employment.



- I-9 Form, along with supporting documentation
- Oath of Loyalty, DEP 54-603
- Confidentiality Statement, DEP 54-606
- FTE Employee Handbook Acknowledgement
- Drug Free Workplace Policy Statement Acknowledgement, DEP54-614
- Information Resources Security Acknowledgement
- Retirement Statement, DEP 54-615
- Prior Service Record, DEP 54-218
- Statement of Financial Interest (if applicable)
- Florida Retirement System (FRS) – New Employee Certification Form - <http://www.myfrs.com/imageserver/pdf/forms/cert.pdf>

FACILITY LAYOUT



Become familiar with the office layout and other facilities within the building. Ask about emergency evacuation plans for the building and the location of fire exits.

RULES AND REGULATIONS

Become familiar with the office work hours and rules. Learn who to contact in the event you need to be absent. Discuss other pertinent rules and regulations within the agency with your supervisor.

PEOPLE FIRST – NEW EMPLOYEE ACTIONS

- Get PEOPLE FIRST ID Number from your supervisor
- Logon to PEOPLE FIRST system
- Verify, and/or enter, if blank, your personal and work information such as W4/W5, emergency contacts, etc., in PEOPLE FIRST and advise your supervisor of any errors.
- Learn how to complete your timesheet in PEOPLE FIRST
- Complete Direct Deposit information in PEOPLE FIRST



People First Logon: <https://peoplefirst.myflorida.com/logon.htm>

BENEFITS INFORMATION

- State Health & Life Insurance:
New employees to state government have a **60-day enrollment period** to enroll in the State Health and Life Insurance Programs. After the initial 60-days, an employee must wait until the annual open enrollment period to select and/or change these options, unless they experience a Qualifying Status Change (QSC) event.
- Miscellaneous Insurance Providers:
Employees interested in these benefits may contact the providers directly to obtain enrollment and benefit information. The same **60-day enrollment period** applies to these insurance benefits as with the State Health and Life Insurance. A list of these providers can be located at the following link:
http://internetdev/admin/Personnel/Employment/FTE/Misc_Insurance_Contacts.doc

- Deferred Compensation Information
<https://www.myfloridadeferredcomp.com/SOFweb/index.asp>
- Florida Retirement System Information

NEW EMPLOYEE TRAINING

Complete the new employee online training courses:
Register at <http://www.dep.state.fl.us/admin/training/default.htm>



MANDATORY

- New Employee Orientation (NEO)
- Sexual Harassment Training – Prevent Harassment: Promote Respect
- Cultural Diversity Training – Building Effective Intercultural Relationships

HIGHLY RECOMMENDED TRAINING

- People First Orientation Training
- New Supervisors' Training (if applicable) – Supervisory Skills Training (SST) (Classroom)
- Exceptional Customer Service (Classroom)
- Plain Language Initiative (Classroom)

Questions regarding provider or benefit information should be directed to the Bureau of Personnel Services at 850-245-2511 or SC 205-2511.

To obtain materials and enroll in these benefits, go to the People First web site at:
<https://peoplefirst.myflorida.com/logon.htm>

OTHER INFORMATION FOR NEW EMPLOYEES

- Miscellaneous Insurance Providers
- Deferred Compensation Information
- Florida Retirement System Information
- Affirmative Action Plan
- DEP Smoking Policy – Directive 366
- Employee Assistance Program Information
- Workers Compensation Provider Information and Procedures
- Florida Commission on Ethics
- SUNCOM Communications Guide
- Your rights under USERRA (Veterans Preference Eligible Career Service Positions Only)
http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf

ASK QUESTIONS



If there is an issue that you don't understand or that your supervisor has not explained clearly, ask questions!

For additional assistance, contact the Bureau of Personnel Services at 850-245-2511.