

CASUAL HIRE PAPERWORK CHECKLIST

EMPLOYEE NAME: _____

Personal

- ☐ Casual Personal Information form {Complete every year}
- ☐ Casual Expectation Letter, signed {Complete every year}
- ☐ Incident Behavior (PMS-935-1) , signed {Complete every year}
- ☐ Blank Casual Hire forms (5), signed {Complete every year}
- ☐ Declaration for Federal Employment OF-306 {Initial Employment.
Keep original on file unless otherwise instructed}

Pay

- ☐ Employment Eligibility (I-9) {Initial Employment Must be done in person}
- ☐ Employee's Federal (W-4) {Initial Employment and as changes are needed} *These 4 forms are Casual Salary*
- ☐ Employee's State (W-4) {Initial Employment and as changes are needed} *COIDC Fax > 866-816-9532*
- ☐ Direct Deposit Federal (SF-1199A)

Travel

- ☐ Financial Info Security (FS-6500-214) {Initial Employment. Must be done in person } *COIDC Fax > 866-326-9046*
 - ☐ Direct Deposit Vendor Info (FS-6500-231) {Initial Employment and as changes} *These 2 forms are Casual Travel*
- COIDC Fax > 866-326-9046*

Motor Vehicle (Every 3 years)

- ☐ Driver Application for Authorization (R6-7100-184)
- ☐ Driver Physical Fitness Inquiry (OF-345)
- ☐ Driver R6 Casual Operator Responsibilities Signed
- ☐ Defensive Driving Certificate
- ☐ State DMV Driving Record
- ☐ Authorization to Operate Forest Service Owned/Leased Vehicles

COIDC create > Casual

Fitness

- ☐ AD will Email COIDC. COIDC will add to COFMS AD Spreadsheet {Annually if required}
To initiate process.