

ARE YOU PREPARED FOR YOUR NEW EMPLOYEE ORIENTATION?

You must complete and bring the following documents (instructions provided below) with you to the benefit orientation program.

Forms can be completed online or printed and completed by hand at the following link:

<https://www.roanokecountyva.gov/1760/New-Hire>

DO NOT SIGN ANY OF THESE FORMS PRIOR TO THE ORIENTATION PROGRAM

PLEASE PRINT FORMS ONE-SIDED

- I-9 (Employment Eligibility Verification—Department of Homeland Security)**
 - Complete Section 1 only
 - ID must be provided to prove eligibility to work in the United States
 - A list of acceptable documents can be found on pg 4 of the I-9 form
- Employee Driving Record Transcript Authorization**
 - Complete entire form
- Criminal History Record Name Search Request**
 - Complete only the 2nd & 3rd blocks, providing your name, race, sex, date of birth, & Social Security #
 - Provide your full middle name
- Release of Information Form (VA Department of Social Services)**

This form is not applicable to all new hires. To determine if you must complete this form, go to the following link: <https://www.roanokecountyva.gov/1760/New-Hire>

 - Complete Part 1 only.
 - Provide information in every field
 - Insert “N/A” if a field does not apply to you
 - Do not use whiteout on this form
 - Strike through incorrect data & initial beside the correction
 - Provide your addresses for at least the last 10 years
 - Enter a “?” if you do not know the answer to a field
 - **Print this form on one page (2 sided, front & back)**
 - **Reminder: Do not sign any of these forms until the benefits program**
- Forms reflected on the first page of this document and the benefit forms**
 - These forms are printed using the link provided in your offer letter and at the top of page 1 of this document. Once printed, please finish completing as many fields on the forms as possible by hand. Not all fields will pre-populate. **Do not sign any of the documents.**
 - **Note:** The only benefit enrollment forms that will prefill on the employment forms page are the deferred compensation plan and optional life insurance plan forms. You will enroll in health insurance, dental insurance, vision insurance, and the flexible spending account plans during the benefit orientation program via an employee self-service system.
- Spouse’s & dependent’s dates of birth & Social Security #s for insurance/beneficiary purposes**
- Direct deposit information**
 - You will need your account # and your routing #

Note: A routing # that begins with “5” is not acceptable)
- Documentation to prove dependents are eligible for health, dental, & vision coverage**

(A list of acceptable documents can be found at the following link:
<https://www.roanokecountyva.gov/2911/Benefits-Information>)
- New Employee Offer Letter** (This letter was sent to you via email or U.S. mail)

Please Continue to the Next Page for Additional Information & Documentation You Must Bring with You to New Employee Benefit Orientation

County Email Password

- A Roanoke County email will be generated for you and will be provided to you on your first day of employment.
- **IMPORTANT:** If you have accessed your email prior to this program, please bring your email password with you to the benefits orientation. You will need your password to access the employee self-service system in which you will sign up for your benefits.

Human Resources will answer any questions you may have about benefits & forms during the new employee benefits orientation session.

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Information You Need to Read Prior to Coming to New Employee Benefit Orientation

VA-4 (Virginia State Income Tax Withholding form)

- Please review this form at <https://www.tax.virginia.gov/sites/default/files/taxforms/withholding/any/va-4-any.pdf> and make your decisions on how to complete this form prior to the benefit orientation

W-4 (Federal Income Tax Withholding form)

- Please review this form at <https://www.irs.gov/pub/irs-pdf/fw4.pdf> and make your decisions on how to complete this form prior to the benefit orientation

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