SCDOT New Hire Checklist
(First Day of Employment)
SCDOT REQUIRED DOCUMENTS/FORMS

General Documents/Forms Download – this packet includes these documents:

- W-4 (Federal)
- I-9 List of Acceptable Documents
- Authorization for Direct Deposit

- W-4 (State)
- Employee Emergency Contact Form (David's Rule)
- Paper Check Delivery Acknowledgement

Benefits Packet Download – this packet contains these documents:

- Receipt of Health Insurance Marketplace Coverage Options
- Receipt of Notice of Hippa Special Enrollment Rights
- Social Security Card Copy
- Notice of Election (NOE)** *not needed if insurance elected by PEBA/MyBenefits*
- Certification Regarding Tobacco Use Form
- Retirement Plan Enrollment (**Form 1100**)
- Beneficiary
    - SCRS Active Member Beneficiary – **Form 1102**
      or
    - ORP: State ORP Beneficiary - **Form 1106**
- If Beneficiary is trust, complete Beneficiary/Trust Designation - **Form 1103**
- Temporary Employees Only (if applicable) Election of Non Membership - **Form 1104**
- Deferred Compensation Accounts – **401k/457b Enrollment Form**

Note: if a dependent is being enrolled in insurance coverage, one (1) sufficient benefits enrollment documentation will be required for each dependent.