



EFF Hiring Packet - Forms and Policies

*****RETURN TO HELENA-PAYROLL*****

PLEASE PRINT ALL INFORMATION CLEARLY TO ENSURE PROMPT PAYMENT

EFF Name _____

Location _____ RFD/VFD _____
(Land Office and/or Unit Name) (if applicable)

Sent to Payroll By: _____
(Contact Person) (Date)

Return this coversheet with documents checked off below.

Required Forms #1-14 (Unless otherwise noted)	
1.	Return to Payroll Checklist
2.	EFF Employment Form
3.	EFF Employment Conditions Acknowledgement
4.	W-4
5.	Decedents Warrant
6.	I-9 Employment Verification
7.	PERS Information Memo Acknowledge
8.	PERS Optional Membership Election Form
9.	PERS Designation of Beneficiary Form <i>(only if electing to enroll in PERS)</i>
10.	Selective Service
11.	Social Security SSA-1945 (not covered by state)
12.	Incident Behavior
13.	Confirmation of Receipt of DNRC Policies by Emergency Firefighters (EFF's)
14.	Direct Deposit Sign-up Form
Reference & Information	
15.	EFF Information Sheet
16.	State Fund 1 st Report Form & Instructions
17.	State Payroll Calendar
18.	Travel Voucher Form & Instructions
19.	Personal Vehicle Use Authorization Form
Optional - Include only as needed	
20.	Fuel Card Use Form
21.	RMTD Vehicle Use Acknowledgement Form
22.	<i>Any Additional Documents:</i>

PLEASE Note - Public Employees' Retirement System (PERS):

- Everyone must read and sign the PERS Optional Membership Election (Form 1016) Information Acknowledgement
- Everyone must complete the PERS Membership Election form, even if declining enrollment.
- Only complete a PERS Designation of Beneficiary form if you have elected to enroll in PERS.
- Don't complete a PERS Designation of Beneficiary form if you have declined enrollment in PERS.
- Retirees – please *don't* complete the PERS Designation of Beneficiary form.

DNRC Area/Unit Office Personnel Only			
Activate DNRC e-mail account: Yes ___ No ___ Approval: _____			
	Signature	Print Name & Position	Date

Questions – Please Contact DNRC Payroll at 444-5734

Revised 01/2018