

# My New Hire Employment Forms

## Human Resources Management

### Your New Hire Employment Forms

Welcome to the City of Oakland. As part of the Onboarding process, we've prepared the following instructions for you to process your New Hire Employment forms. You will need to complete and submit your new hire employment forms prior to your start date. Please follow the steps below.

**Step 1** Download and complete the following required new hire employment forms  
(click on form name).

1. [W-4](#)
2. [DE4](#)
3. [Emergency Contact Form](#)
4. [Designation of Check](#)
5. [SSA-1945](#)
6. [PERS Self Certification Form](#)
7. [Enrollment Record – Part-time 457 Deferred Comp \(for Temporary Part-Time Employees Only\)](#)
8. [Direct Deposit/PayCard](#)
9. [Pre-Designation of Physician](#)

**Step 2** Submit your signed job offer letter and new hire employment forms by the date indicated on your job offer letter.

Scan and return your job offer letter and new hire employment forms to the departmental payroll representative listed in your job offer letter.

**Step 3** Schedule your **Post Offer Briefing** with your departmental payroll representative

Documents needed at **Post Offer Briefing**:

- Valid CA Identification Card (DL or Passport)
- Social Security Card/Green Card
- Voided Check for Direct Deposit Authorization

**If you're unable to download your new hire employment forms, please contact your department payroll representative.**