

City of Newport News

New Employee Orientation Checklist

DOCUMENTS CHECKLIST

Please bring the following items to New Employee Orientation

- Employee Social Security Number
- Social Security Numbers for spouse and all dependents
- Date of birth for spouse and all dependents
- Marriage license and/or birth certificate copies if spouse or dependents have a different last name than the employee
- If you have dependent children with medical coverage under someone other than you or an agency; you must provide us with proof of medical insurance for the dependent children.
- Appropriate form(s) of identification required (See attached for listing of acceptable documents)
- Voided check or bank letter with routing and account number
(This is so we can deposit your paycheck directly into your bank account)

FORMS

You will need to complete and turn into Benefits several forms at Orientation for your health, dental, vision and life insurance. We recommend you go to our website to print and fill out the available medical, dental and vision forms with your personal information.

Please bring your completed forms with you to Orientation.

Visit our website for forms and additional information at:

<http://www.nngov.com/498/Benefits>