

We are glad you will be joining our team!

To help make your first day of work go as smoothly as possible, please download, complete, and bring the following documents with you to orientation. These forms are also being mailed to you if you prefer to have hard copies.

- [Form I-9](#), Employment Eligibility Verification (PDF)
 - The Agency participates in the [Federal Employment Verification Program](#) (E-Verify). Your continued employment will be contingent upon confirmation of your employment eligibility through the E-Verify Program. Prior to your first day of employment, complete Section 1 of the form. When you report to work on your first day, you must provide proof of your eligibility to work in the United States. Please review the "List of Acceptable Documents" (page 4 of form) for the Form I-9 Employment Eligibility Verification. You must present one original document from List A, or one original document from List B (must be a document with a photo ID) and List C. Documents must be unexpired. It is your decision on what documents you choose to provide. Please bring these documents with you on your first day of employment. Refer to the [Instructions for Form I-9](#) (PDF) for more information on how to complete the form and acceptable documents. More information can be found at [I-9 Central](#).

- [Form W-4](#), Employee Withholding Allowance Certificate (PDF).
 - *This form determines how much is withheld from your paycheck for federal income tax.*

- [Form VA-4](#), Employee Virginia Income Tax Withholding Exemption Certificate.
 - *This form determines how much is withheld from your paycheck for Virginia income tax.*

- [Prior State Service](#), Classified/Salaried Employees Only
 - Proper crediting of prior classified state service ensures employees are given appropriate credit towards their annual leave accrual rates. All classified state service should be listed even if it is not reflected on your state application or resume. If you are unsure of exact dates, provide as much information as possible. **Only prior classified/salaried employees need to complete this form.**

- [Personal Information and Emergency Contact Form](#) (PDF)

BENEFITS

Salaried/classified new hires will find the Department of Human Resource Management's (DHRM) [Benefits Page](#) a helpful resource for detailed information regarding health and wellness options available.

You may also find the [Pay and Holiday Calendar](#) useful.

DOCUMENTS TO BRING ON YOUR FIRST DAY OF WORK:

For DIRECT DEPOSIT purposes, please bring a voided check or an official printout from your bank showing your account number and routing number.

For payroll purposes, please bring your signed SOCIAL SECURITY CARD with you [per IRS Regulation 31.6011 (b)2]. If you do not have your original card, please go to your local Social Security Office to request a new one. You will be given a receipt that can be used to temporarily satisfy this requirement.

If you are a military veteran, please bring your DD214 form showing your discharge information.

RICHMOND BASED EMPLOYEES ONLY

- [Parking Application](#) (Word) and [Parking Deduction](#) (PDF)
 - *Parking is available for employees that will be assigned to the VDACS Headquarters location (Oliver Hill Building, 102 Governor St) or the Division of Consolidated Laboratories in Richmond for a monthly rate of \$49.00 (\$24.50 per pay period).*

If you have any questions, please contact Human Resources at 804.786.3531 hr.vdacs@vdacs.virginia.gov . We are looking forward to working with you!