

New Hire Checklist

To ensure a smooth transition to the City of San José, you'll want to complete the following onboarding tasks. All forms can be found on our [NEW Employee Webpage](#).

Complete the [NEW Orientation Survey](#) to provide us feedback on your onboarding experience

Log into eWay

Review your Personal Information and Add your Emergency Contacts

Add your Direct Deposit or sign up for Rapid Pay Card

Update Federal W-4 tax withholding Information In E-way under "Quick Links"

Update State DE-4 Tax withholding information and E-mail form to Paysuper@sanjoseca.gov

E-mail to City Manager with feedback about your onboarding experience, Jennifer Maguire, at jennifer.maguire@sanjoseca.gov

Benefited Employees

Complete Section 1 of I-9

Complete and sign Oath of Office Form

Complete and sign Benefits Acknowledgment Form

Enroll in your Benefits

Complete your Retirement Plan Beneficiary Form

Complete CalPers Reciprocity Form

Complete Social Security Acknowledgment Form

Complete Child Abuse Reporting Form (If Applicable)

Complete Key City Policy's Acknowledgement Form

Un-Benefited Employees

Complete Section 1 of I-9

Sign Oath of Office Form

Part-time, Temporary, and/or contract (PTC) employee Participation agreement and disclosure

Complete Social Security Acknowledgment Form

Complete Child Abuse Reporting Form (If Applicable)

Complete Key City Policies Acknowledgment Form

All forms can be submitted to Human.Resources@sanjoseca.gov