

PERSONNEL DOCUMENT TRANSMITTAL PROCESSING DOCUMENTS

TO:
Processing Service Provider
USDA APHIS MRPBS Human Resources
250 Marquette Ave STE 410
Minneapolis, MN 55401-2329

DATE:

From:	Program/Region:
Phone:	SF-52 number:
Employee's name:	Effective date:

Please check off the documents being transmitted. It is recommended that you scan, password protect, and email in ALL of these documents. These forms may also be faxed, using this transmittal sheet as a cover page, to (612) 336-3548. If emailed/faxed, do NOT mail.

The following documents are required for **new employee** personnel/payroll processing:

- OF-306 Declaration of Federal Employment (line 17b, Appointee signature required)
- I-9, Employment Eligibility Verification
- SF-61, Appointment Affidavits
- AD-349, Employee Address
- HRO AD-1197 Supplement and Supporting Documents
- FMS-2231 Fast Start Direct Deposit OR the SF-1199A, Direct Deposit Sign Up Form
- W-4, Employee Withholding Certificate – Federal
- State Tax Employee Withholding Certificate (if applicable)
- State Tax Waiver (if applicable)

The following documents may be needed to **update** employee personnel/payroll records:

- DD-214, Military Discharge Certificate
- SF-144, Statement of Prior Federal Civilian and Military Service
- SF-181, Race and National Origin Identification
- SF-256, Self-Identification of Medical Disability

The following documents may be needed to **separate an employee** from Federal service in the personnel/payroll records:

- AD-581, Lump Sum Leave
- AD-717, Leave Audit
- Letter of resignation
- Send last 4 years of Employee Performance Appraisals to Processing for permanent file