Emergency Firefighter Packet
Walk Through
This is the flowchart that compares the new DocuSign process vs. the current paper process
- New process takes approximately 3 days / a week to be completed from EFF to Payroll
- As you can see there is significant time savings with this new process
What you will see when filling out the new hire packet with DocuSign:

Power Form Signer Information:
- This will be the first page the EFF will see after clicking on the link
- Once you complete this page, it will start the hire packet and save your information
- If at any time you need to stop, you can finish the packet later with a link sent to the email provided

Access Code:
- Contact your land office for the code
- The new hire will get this code from the land office or fire department chief

Adopt Your Signature:
- When you sign the first page you will have the option to set up your signature style for the document
Cover Page:
- The EFF Name will auto-fill
- The location drop down is the most important part of the whole document. When you select a land office / unit from this list the packet will be routed to that office after completion

EFF Employment Form:
- Once you complete this page the personal information will auto fill into the rest of the hire packet
W4:
- All personal information will be auto-filled
- Please be cautious when filling out this form as the IRS has made changes on the dependent options

Decedents Warrant:
- All personal information will be auto-filled
- The Decedent warrant is the designation of beneficiary if something should happen to the EFF
- The required information is who will receive the EFF’s last paycheck
I-9 Pages:
- All personal information will be auto-filled
Explain very thoroughly what types of ID that they need to attach
- Most Common is a Passport OR a drivers license AND a social security card
- There will be two required attachments and one optional attachment available
- EFF’s will not be able to complete the packet without attaching the I-9 documents
PERS Acknowledgement:
- This form acknowledges that you are in a position that has the option to participate in state retirement

PERS Election Form:
- This form has to be filled out and signed whether you are participating or declining
- If you decline PERS membership you must stay under 960 hours worked
  - If you go over the 960 allotted hours you will be automatically enrolled
- If you choose to elect PERS membership, you will have to fill out the 2nd page with your beneficiary information
SSA Form:
- By signing this form, you are agreeing to not have social security or Medicare withheld from your paychecks

Confirmation of Receipt of Policies:
- EFF’s will have the option to click on the links at the bottom of the page to review the policies
- These are required policies that must be reviewed
Vehicle Use Policy Acknowledgement:
- By signing this you are acknowledging that you have read through vehicle use policy and have provided any documentation if needed

Ethics Policy Acknowledgement:
- By signing this you are acknowledging that you have read through the DNRC ethics policy
Most Common Concerns

- EFF’s get paid when Payroll receives the completed hire packet and the first timesheet
- Please contact your land office / unit if you have questions about pay
- If your mailing address changes, please contact payroll to update it as soon as possible
- Direct deposit will take affect on your second paycheck received, your first check will always come via the mail
- At the end of the hire packet there is a payroll calendar that shows the scheduled pay dates

- If you haven’t received a paycheck, contact your land office to make sure Payroll has received your completed hire packet and first timesheet

- If you have questions about your paycheck (When it will arrive, if its lost, or amount discrepancies) please contact your land office and they will get ahold of payroll if they have questions

- Please email payroll with your updated address as soon as possible so your paycheck doesn’t get sent to the wrong address

- Direct deposit will take affect your second paycheck and your paystub will come via mail

- There is a payroll calendar at the end of the hire packet that will show DNRC pay cycles and paydays. You will have the option to download a copy of your hire packet once you submit