

COUNTY OF GALVESTON - HUMAN RESOURCES DEPARTMENT
ORIENTATION REQUIREMENTS

All orientations are scheduled by the department.

Your orientation is scheduled in Human Resources as follows:

Human Resources Department
722 Moody – 3rd Floor - Galveston

Date: _____

Sandra Hernandez (409) 770-5348

Time: _____

Free Parking in the Garage.

- Please check in with the HR Assistant upon your arrival.
- Scheduled orientations will last approximately 2 – 4 hours.
- You will complete benefit and payroll forms and receive your benefit packet.

THE FOLLOWING IS REQUIRED AT ORIENTATION – If you do not have this information, you will be rescheduled. Payroll and benefits can not be processed with incomplete paperwork.

Employee Information

- **Passport, Drivers License or State Issued Identification Card, etc. (any one of these examples)**
If you do not have your identification, the Department of Public Safety will order a replacement **for a fee**. Bring your receipt with you to orientation showing a replacement has been ordered. Once you have received your replacement identification you will need to provide a copy to Human Resources.
- **Social Security Card - Located at 4918-A Seawall Boulevard in Galveston**
If you do not have your card, Social Security Administration will order a replacement **free of charge**. Bring receipt with you to orientation showing a replacement has been ordered; make sure your social security number shows up on the receipt. Once you have received your replacement card you will need to provide a copy to Human Resources.

Beneficiary Information (person 18 years of age or older) – Please provide all information for EACH beneficiary. This person will receive all monies from the County of Galveston employee benefit package plan, i.e., the Alternate Plan, Pension Plan, and any voluntary contributions you may have. You can list multiple beneficiaries for each plan.

- Full Legal Name
- Address complete with Zip Code
- Date of Birth
- Social Security Number (No proof is required)
- Phone Number
- Relationship to you

Direct Deposit Information - You are required to set up direct deposit at orientation. The following information will be needed:

- Bank or Credit Union name, address, and phone number.
- Voided check or other documentation from your bank or credit union listing routing and account number.
- Incorrect information will cause a delay of two more days to have pay reissued by the Treasurer's Office.

Optional Plans for Dependents – Please provide all information for EACH dependent.

- Full Legal Name
- Address complete with Zip Code
- Date of Birth
- Social Security Number (No proof is required)
- Relationship to you

In Case of Emergency - You will be required to list a contact in case of emergency. The following information will be needed:

- Full Name
- Address complete with Zip Code
- Phone Number
- Relationship to you