

# New Technician In-Processing Checklist

Technician Name (*Print Last, First, MI*): \_\_\_\_\_

Grade (*Circle One*)    GS    or    WG

Title (*Circle One*)    Title 5    or    Title 32

Unit of Assignment: \_\_\_\_\_

**ATAAPS:**    ROSTER: \_\_\_\_\_ (**GET THIS INFO FROM YOUR**

TEAM: \_\_\_\_\_ **SUPERVISOR or TIMEKEEPER**)

AF Form 1745, Address Change Form

FMS Form 2231 Direct Deposit Form

IRS Form W-4

AF3821 (**Supervisor/Resource Manager fills out 1-5 Only**)

EDIPI number (DOD-ID number from the back of your CAC card): \_\_\_\_\_

Status (*Circle One*):    Permanent    Temporary (*see next line*)    Indefinite

If temporary (*Circle One*): A less than 90days

B over 90days but less than 1 year

C one year or greater

Work Schedule (*Circle One*):    5/4-9    4/10    5/8    FLEX

Weekly Schedule (*Circle one*)    Mon-Thurs    Tues-Fri

Shift (*Circle One*):    1    2    3

Have you been a Technician employee before? (*Circle One*):    YES    NO

Official duty hours: \_\_\_\_\_ - \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_

## Finance:

Completed new-gain package

Completed AF 3821 (140<sup>th</sup> CPTF/FMA-Budget completes section II,III)

Create in ATAAPS

Second Weds/Thurs of pay period, gain DCPS pay record

Scan entire package (New-Gain package, AF3821 in to Employee File)

Processor Initials \_\_\_\_\_

Processed Date: \_\_\_\_\_

**ATTENTION:** If you do not turn this completed package in to Finance by the second Tuesday of the first pay period you are working, you will not get paid on time.

Please contact us at usaf.co.140-wg.mbx.fm-customer-service@mail.mil, ext. 847-6855, with any questions.