

# PERSONNEL DOCUMENT TRANSMITTAL PROCESSING DOCUMENTS

TO:

DATE:

Processing Service Provider  
 USDA APHIS MRPBS Human Resources  
 Butler Square, 100 N. Sixth St.  
 Minneapolis, MN 55403-1588

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

Please check off the documents being transmitted.  
 ALL of these forms may be faxed, using this transmittal, to (612) 336-3548.  
 If faxed, do NOT mail.

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

- AD-349, Employee Address
- HRO AD-1197 Supplement and Supporting Documents
- I-9, Employment Eligibility Verification
- SF-61, Appointment Affidavits
- 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