NEW HIRE CHECKLIST

Basics to be taken care of in the first 90 days of employment. The in-office management team are the first points of contact with HR to ensure the processes take place timely and accurately. Please contact your Union Rep with any issues.

- MILITARY BUY-BACK.
- ACCURATE VETERANS’ SERVICE COMP DATES.
- GI BILL: QUALIFYING VETS CAN RECEIVE ADDITIONAL PAY DURING THEIR SSA TRAINING.
- INFORM AND GUIDE VETERANS ON REASONABLE ACCOMMODATIONS-(RA).
- FAMILY MEDICAL LEAVE ACT (FMLA).
- QUALIFYING VETERANS SHOULD HAVE LEAVE ALREADY AVAILABLE TO THEM FOR USE IMMEDIATELY UPON EMPLOYMENT AT SSA.

http://humanresources.ba.ssa.gov/VET/default.htm