New Hire Checklist

Name: _____   Date of Hire: _____

Social Security No: _____   Payroll No: _____

[] Create Employment File

[] Create Medical File

[] Completed Application, signed and filed

[] Completed Background Screening Applicant Information Form

[] References

[] Offer letter, signed and filed

[] Background check received and reviewed

ORIENTATION

[] I-9 Documentation

[] Federal Tax Withholding Form

[] Copy of SS Card

[] Copy of Drivers License

[] Employee Handbook Acknowledgement Read and Signed

[] Confidentiality Agreement Read and Signed

[] Employee Status Form

[] Review Benefit Information

[] Benefit Enrollment Forms

 [] Entered into Payroll Transmittal Form

Verified By: _____   Date: _____