



New Hire Checklist

Employees CAN NOT WORK unless the following information (except those items noted as optional) is received complete in the accounting office.

Employee Name: _____

Employee Number: _____ Supervisor: _____

- 1 _____ Personnel Action Form
- 2 _____ W-4 Employee Withholding Allowance
- 3 _____ Application for Employment
- 4 _____ Employment Application Addendum (Must be initialed and signed)
- 5 _____ I-9 Employment Verification
- 6 _____ Employment Medical Status
- 7 _____ Verification of Receipt of Handbook
- 8 _____ Copy of drivers License or _____ Copy of Photo Identification
- 9 _____ Copy of Social Security Card or _____ Copy of State Department Birth Certificate
- 10 _____ Agreement to Arbitrate All Employee Related Claims
- 11 _____ Non-Discrimination/Harassment Policy
- 12 _____ Salaried Employee's Conflict of Interest & Confidentiality Agreement
- 13 _____ Direct Deposit (Optional)

Received Complete: _____