

New Hire Checklist

Name: _____

Date of Hire: _____

Clock No. _____

Verified Social Security Number _____

Change of Status Form _____

Application for Employment _____

I-9 Form _____

W-4 Form _____

Release Authorization Form _____

Pre-Adverse Action Notice Letter _____

Receipt & Cash Shortages Memo _____

Reporting Tips Memo _____

Direct Deposit Form (if app) _____

Handbook/Acknowledgement Page _____

Name Tag Ordered _____

Submitted New Hire Report _____

Submitted for Background Check _____

Submitted for Drug Testing _____

Entered into Time Clock _____

Entered into Gatekeeper _____

Entered into Paychecks _____

Add Orientation & Training to Review Schedule _____

Print New Hire Orientation Checklist _____

Complete Part I of Orientation Checklist _____

Verify New Hire Training Schedule Completed _____

Benefits Enrolled in: Effective _____

Medical _____

Dental _____

Vision _____

Term Life _____

AFLAC _____

Benefit Deductions set up in Paychex _____

Rehire: Check rates and deductions