



EMPLOYEE NAME: _____

DATE OF HIRE: _____ / **LOCATION:** _____

New Hire Checklist (for Human Resources)

- Employee Application (signed & dated)
- Resume
- Pre-Offer Voluntary Self-ID Form
- Post-Offer Voluntary Self-ID Form
- Voluntary Self-Identification of Disability Form
- Emergency Contact Form
- Form I-9 (with supporting document(s))
- E-Verify (completed by Human Resources)
- W-4 Form
- State Tax Form (Examples: VA-4, A-4, M-4, CA-EDD)
- Direct Deposit Form (with VOID check)
- Confidentiality and Innovation Agreement Form
- Timekeeping Guideline Acknowledgement
- Offer Letter (original signed & dated)
- Policy & Procedure Handbook Acknowledgement
- Insurance Premium Recovery Authorization Form
- STD/LTD Taxation Election Form
- BenefitMall Enrollment Form
- FSA Enrollment Form
- HRA Acknowledgement Form
- 401(k) Acknowledgement Form
- Health Exchange Notice – *provided to employee in New Hire Packet/Email*

04/30/2015