

Checklist: New Hire Paperwork

Employee name: _____

Date of hire: _____

Job title: _____

Department: _____

- Personnel file created.
- Confidential medical file created.
- Reference checks completed and filed.
- Background check results received and reviewed.
- Physical exam results received and reviewed.
- Drug test received and reviewed.
- I-9 documents reviewed.
- Payroll change notice completed.
- Orientation documents filed.
- Employee information entered in HRIS & payroll systems.
- State new hire reporting completed.

Received from Employee:

- Application form.
- Authorizations for background check, physical & drug screen.
- Offer letter.
- I-9 form.
- Federal tax withholding form.
- State tax withholding form.
- Direct deposit form.
- Employee policy manual acknowledgement.

- Employee handbook acknowledgement.
- Key/security policies acknowledgement.
- Employee personal information sheet and emergency contact form.
- Benefit enrollment forms.

Received by: _____ Date: _____