**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_