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