NEW HIRE PAPERWORK

Employee Name: _____

Date of Hire: _____

Job Title: _____

Department: _____

- ☐ Personnel file created.
- ☐ Confidential medical file created.
- ☐ Driver qualification file created (if applicable).
- ☐ Reference checks completed.
- ☐ Background check results received and reviewed.
- ☐ Drug test results received and reviewed (if applicable).
- ☐ Physical exam results received and reviewed (if applicable).
- ☐ I-9 documents reviewed.
- ☐ Employee information entered in payroll system.
- ☐ State new hire reporting completed.

Received from Employee:

- ☐ Application form.
- ☐ Authorizations for background check, physical & drug screen.
- ☐ Federal tax withholding form.
- ☐ Direct deposit form.
- ☐ Employee policy acknowledgment(s).
- ☐ Employee personal information sheet and emergency contact form.
- ☐ Benefit enrollment forms.