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**New Employee Checklist**

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hire Letter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Orientation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payroll Authorization Form: \_\_\_\_\_\_\_\_\_ Info Entered Into HRB: \_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Completed** | **Deliver to Employee:** | **Returned** |
|  | Hire Letter |  |
|  | I9 |  |
|  | W4 |  |
|  | MW 507 |  |
|  | Direct Deposit Form |  |
|  | EBI Background Check Authorization Form |  |
|  | Illegal Substance Notice |  |
|  | 2014 Benefit Book / Letter/Exchange Notice |  |
|  | Benefit Orientation Letter and Schedule |  |
|  | Job Description |  |
|  | Handbook Forms |  |
|  | ER Contact Forms |  |
|  | Timesheet Examples | N/A |
|  | Schedule of Payroll Dates | N/A |
|  | JCC Membership Form |  |
|  | Guide to I-Pay | N/A |

|  |  |
| --- | --- |
| **Checklist** | **Completed** |
| Finance- Hire letter, Payroll Authorization form, W4, MW 507 & direct deposit forms. |  |
| Help Desk- Computer Training, Telephone Set-up, Email Set-up and Security Pass |  |
| HR- 90 Day Review in HRB |  |
| HR – 45Day Follow-up on HR Director’s Calendar |  |

|  |  |  |
| --- | --- | --- |
| **Reference Checking** | **Completed** | **Results Received?** |
| Criminal Background Check |  |  |
| Education Verification |  |  |
| Employment Verification |  |  |
| Drug Testing (Sinai) |  |  |