

New Hire Checklist

Paperwork for new hire:

Given to EE:
(EE Initial)

Return:
(EE Initial)

_____	Application	_____
_____	Offer Letter or Employment Agreement	_____
_____	New Hire Information Sheet with Emergency Contact Info	_____
_____	Background Authorization – Live Scan Authorization	_____
_____	I-9 Form (fully completed by 3 rd day of work)	_____
_____	<i>Examined Original documents for I-9</i> _____	_____
_____	W-4	_____
_____	Payroll Forms (authorization for direct deposit)	_____
_____	EDD “For Your Benefit” Brochure #2320	_____
_____	DFEH “Sexual Harassment” pamphlet #185	_____
_____	Employee Handbook	_____
_____	Employee Handbook Acknowledgement	_____
_____	Benefits Paperwork (Med/Dental/Vision/Life/Retirement)	_____
_____	Workers’ Comp Rights Pamphlet	_____
_____	Workers’ Comp Physician Designation	_____
_____	EDD “Paid Family Leave” Pamphlet #2511	_____

Personnel Documents for File:

_____	Resume (R)
_____	Application (R)
_____	Offer Letter (R)
_____	Transcripts (T)(R)
_____	Credential Verification (T)(R)
_____	Live Scan Verification (C)
_____	Completed/Signed I-9 (S)
_____	Copies of I-9 Docs (S)
_____	New Hire Information (R)
_____	W-4 (R)
_____	Completed Payroll Auth. (R)
_____	Direct Deposit form (R)
_____	Reference Check Verification (C)
_____	Completed Benefit forms (C)
_____	Retirement Paperwork (C)
_____	Employee Handbook Ack. (R)

R = Regular Personnel File
 C = Confidential Medical File
 S = Separate File for I-9s
 T = Teachers/Certif. EEs