

NAME \_\_\_\_\_

## NEW HIRE CHECKLIST

DOCUMENTS NEEDED FROM NEW HIRE		NOTES
APPLICATION	<input type="checkbox"/>	SIGNED BACK GROUND CHECK AUTH FORM
RESUME	<input type="checkbox"/>	SIGNED CONFIDENTIALITY FORM
LETTERS OF REFERENCE	<input type="checkbox"/>	SIGNED STAFF TECHNOLOGY USE FORM
COVER LETTER	<input type="checkbox"/>	OFFICIAL TRANSCRIPTS
CERTIFICATION	<input type="checkbox"/>	RENTAL AGREEMENT

DOCUMENTS TO BE FILLED OUT BY EMPLOYEE		
I9	<input type="checkbox"/>	DIRECT DEPOSIT
W4	<input type="checkbox"/>	VOLUNTARY PAYROLL DEDUCTION FORM
WRS APPLICATION	<input type="checkbox"/>	VERIFICATION OF EMPLOYMENT FORM
INSURANCE APPLICATION	<input type="checkbox"/>	CONTACT INFORMATION FORM
BENEFICIARY FOR LIFE INSURANCE	<input type="checkbox"/>	

## SUI INPUT

NAME & ADDRESS		EMAIL ADDRESS		NOTES
ADDRESS	<input type="checkbox"/>	EMAIL ADDRESS	<input type="checkbox"/>	
HIRED	<input type="checkbox"/>	ACTIVE	<input type="checkbox"/>	
CELL PHONE	<input type="checkbox"/>			

CUSTOM FIELDS		
HIRE DATE FOR RETIREMENT	<input type="checkbox"/>	SERVICE TYPE
SALARIED PLUS OVERTIME	<input type="checkbox"/>	EMPLOYEE TYPE
EMPLOYMENT TYPE	<input type="checkbox"/>	RAIN ID

DEDUCTIONS		
RETIREMENT	<input type="checkbox"/>	AFLAC
RETIREMENT	<input type="checkbox"/>	VALIC AMT \$ _____
INSURANCE RATE TABLE _____	<input type="checkbox"/>	LEGAL SHIELD AMT \$ _____
WEA \$ _____	<input type="checkbox"/>	

DIRECT DEPOSIT		
DD TYPE	<input type="checkbox"/>	CHK SEQUENCE
START DATE	<input type="checkbox"/>	BANK ACCT NUMBER
REGULAR PAY PERIOD ONLY	<input type="checkbox"/>	DD TRANS CODE
DISTRIBUTION METHOD	<input type="checkbox"/>	BANK ROUTING NUMBER

EMERGENCY CONTACTS		
NAME	<input type="checkbox"/>	RELATIONSHIP
PRIMARY PHONE	<input type="checkbox"/>	SECONDARY PHONE

EMPLOYMENT		
SSN	<input type="checkbox"/>	EE0-5 CALSSIFICATION
DOB	<input type="checkbox"/>	YEARS OF SERVICE INTERNAL
MARITAL STATUS	<input type="checkbox"/>	YEARS OF SERVICE EXTERNAL
ETHNICITY/RACE	<input type="checkbox"/>	YEARS OF SERVICE OUT OF STATE
RESIDENT STATUS	<input type="checkbox"/>	TAX PAY PERIODS
SALARY TYPE	<input type="checkbox"/>	CHKING ACCT
TENURE DATE	<input type="checkbox"/>	PAY GROUP ID
POSITION	<input type="checkbox"/>	HIRE DATE
		EMPLOYEE GROUP

LEAVE		
ANNUAL LEAVE	<input type="checkbox"/>	VACATION
13 260 DAYS	<input type="checkbox"/>	10 VACATION 10 DAYS AFTER 3 YR
10 185 DAYS	<input type="checkbox"/>	5 VACATION 5 DAYS AFTER 1 YR
11 200-205 DAYS	<input type="checkbox"/>	

TAXES - W4		
FIT	<input type="checkbox"/>	SS
MEDICARE	<input type="checkbox"/>	SUTA

WAGES		
PAY CODE ID	<input type="checkbox"/>	PAY GROUP ID
START DATE	<input type="checkbox"/>	CHK ACCT
TOTAL CONTRACT	<input type="checkbox"/>	CHK SEQUENCE
TOTAL PAYMENTS	<input type="checkbox"/>	HOURS PER PAYROLL
PAY RATE	<input type="checkbox"/>	ACCT NUMBER

ONLINE ENROLLMENT		
RAIN	<input type="checkbox"/>	UMR
SUNLIFE	<input type="checkbox"/>	OTHER