Employee Name: **Position Title:**
Start Date: **Salary:**

New Hire Checklist

	TASK	DATE
✔	**New Employee Information & Documents**	MM/DD/YYYY
	Employee Emergency Contact Form	
	I-9 Work Authorization Complete	
	W4 Federal Tax Withholding Form Complete	
	W4 State Tax Withholding Form Complete	
	Employee Handbook Acknowledgement Signed	
	Direct Deposit Form Acquired	
	Public Health Form Completed and Signed	
	Alcohol Policy Form Signed	
	State New Hire Reporting Complete – Paperwork sent to Accountant	
	Availability Sheet	

✔	**New Employee Onboarding**	MM/DD/YYYY
	Accounts Setup: 2Touch Login, Sling, GroupMe, Google Calendar	
	Meet and Greets with Manager, Supervisor, Co-Workers Scheduled	
	Orientation Scheduled	
	Training Scheduled	
	30-Day Check-in: Free T-Shirt / Training Checklist Complete	
	60-Day Check-in	
	90-Day Check-in	

Employee Name: **Position Title:**

Start Date: **Salary:**
