

Employee Name:

Position Title:

Start Date:

Salary:

---

## New Hire Checklist

	TASK	DATE
✓	<b>New Employee Information</b>	MM/DD/YYYY
	Employee Data Information Sheet Collected	
	Background Check Acquired & Passed	
	Drug Test Acquired & Passed	
	Offer Letter Signed	
	Employment Agreement Signed	
	Employee Information Entered into Payroll & Benefits Systems	
	I-9 Work Authorization Complete	
	HR Personnel File Created	
✓	<b>New Employee HR Personnel File Documentation</b>	MM/DD/YYYY
	W4 Federal Tax Withholding Form Complete	
	W4 State Tax Withholding Form Complete	
	State New Hire Reporting Complete	
	Employee Handbook Signed	
	Policy Documents Reviewed & Signed (NDA, Non-Compete)	
	Direct Deposit Form Acquired	
	Employee Benefits Enrollment Form Signed	
✓	<b>New Employee Pre-Onboarding</b>	
	Workspace Set-Up (e.g., Computer, Printer, Desk, Chair, etc.)	

**Employee Name:**

**Position Title:**

**Start Date:**

**Salary:**

-----

	Timecard and/or Entry Card Prepared	
	Logins for Computer, Software, Applications Acquired	
	Meet and Greets with Manager, Supervisor, Co-Workers Scheduled	
	Orientation Scheduled	
	New Hire Training Scheduled	