



New Hire Orientation Checklist

Forms:

- I-9 Employment eligibility form completed
- Federal W-4 form completed
- Notice of Coverage Options provided
- State tax form completed, if applicable
- State-specific forms and notices completed/provided
- Emergency Contact Form completed

Compensation:

- Pay Rate: \$ <Enter Pay Rate> per <Enter Hour/Week/Month/Etc>
- Exempt or Non-exempt? <Enter Employee Status>
- Pay Day: <Enter Payday>
- Overtime procedures explained
- State wage notice provided, if applicable
- Automatic payroll deposit explained, if applicable
- Automatic payroll deposit authorization obtained, if applicable

Benefits:

- Benefit eligibility rules and benefit summary explained
- Enrollment eligibility date is: <Enter Eligibility Date>
- Enrollment forms completed
- Designation of beneficiary for sponsored insurance plans

Status, Policies and Procedures:

- Job description provided and explained
- Performance expectations/evaluations explained
- At-will employment explained
- Employee handbook provided and explained
- Employee handbook acknowledgement obtained



- _____ Company rules and regulations discussed
- _____ Sexual harassment and discrimination complaint procedure explained

Other Items:

Employee Signature

I hereby acknowledge each of the aforementioned items has been discussed with me.

Employee Signature

Date

HR Representative Signature

Date