

## New Hire Checklist

DOCUMENT	DATE RECEIVED	RECEIVED BY
DL or State Issued ID		
Social Security Card or Passport		
Emergency Contact		
Employee Agreement		
Background Check Authorization		
W-4		
A-4		
I-9		
Payroll Forms		
Deductions Authorization		
Direct Deposit Authorization		
Voided Check/Bank Auth		
OSHA		
Cultural Sensitivity		
HIPAA		
Reference Check		
Background Checks Started		
Background Checks Completed		
Drug Test Scheduled		
Drug Test Results		
Offer Letter Sent		
Offer Letter Received		
E Verified		
Profile to Client		
Payroll Setup		