



CHECKLIST FOR NEW EMPLOYEE BRIEFING
(FIRST DAY)

Employee's Name :
Serial Number :
Department/Project :

Company Regulation Overview		Completeness	Remarks
1	Dress Code		
2	Work Hour		
3	Payroll Matters		
4	Benefits/Expenses Claim Process		
5	Leave of Absence		
6	Personal Business Commitments (PBC)		
7	Security Briefing Schedule		
8	Company Regulations		

Business Conduct Guidelines		Completeness	Remarks
1	Link to find BCG and GCG		
2	Completion of BCG target date		

Documents		Completeness	Target Completion
1	National ID Card (KTP)		
2	Educational Certificate and Academic Transcript		
3	Birth Certificate		
4	Family Card (KK)		
5	Marriage Certificate*		
6	Reference Letter		
7	Police Certificate of Good Conduct (SKCK)		
8	BPJS Kesehatan Card		
9	BPJS Ketenagakerjaan Card		
10	Tax Identification Number Card (NPWP)		
11	Bank Account Number		

Jakarta,

Employee

HRD

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