

First Day Checklist

All new staff:

Necessary items to bring with you on your first day include:

- ☐ **Government-issued photo identification** – valid passport or driver’s license
- ☐ **Work Authorization documentation (must be originals, not copies)**
 - Examples include:
 - Valid US Passport or Passport card
 - Social security card (must be original)
 - Original birth certificate (or certified copy)
 - I-94, Employment Authorization Card
 - Permanent Resident Card
 - EAD with photograph
- ☐ Backpack or bag to carry training materials
- ☐ Two signed copies of your employment agreements; be sure that you have completed section 5 of the agreements.
- ☐ Two signed data confidentiality agreements
- ☐ Your Onboarding password (if you completed the New Employee Step at home)
- ☐ Emergency contact information
- ☐ Vehicle(s) license plate number

Items to Consider:

- ☐ Headphones
 - You’ll complete E-Learning Modules as part of your Orientation
 - If you have them, bring them (but if not, we’ll provide them)
- ☐ Coffee Mug
 - Help us be green! We’ll have coffee and light breakfast available Monday morning
 - Beyond orientation: break rooms do not supply mugs, so you’ll need your own