

NEW HIRE CHECKLIST

EMPLOYEE NAME _____

DATE OF HIRE _____

MANDATORY DOCUMENTS TO FINALIZE HIRE

- COMPLETED EMPLOYMENT APPLICATION/RESUME
- W-4 FORM – EMPLOYEE’S FEDERAL WITHHOLDING ALLOWANCE (match name to S. S. card)
- DE 4 FORM DE 4: STATE WITHHOLDING ALLOWANCE (optional)
- EMPLOYMENT ELIGIBILITY I-9 (**PHOTOCOPIES OF IDENTIFYING ITEMS NOT REQUIRED**)
- EMPLOYEE HANDBOOK ACKNOWLEDGMENT (if applicable)
- EMERGENCY INFORMATION FORM (recommended)

DOCUMENTS PROVIDED TO NEW EMPLOYEE

- FORM DE 2515: DISABILITY INSURANCE PAMPHLET
- FORM 2320 PUBLICATION FOR YOUR BENEFIT
- WORKER’S COMPENSATION BROCHURE
- POLICY AGAINST HARRASSMENT BROCHURE
- RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING
BROCHURE
- FORM DLSE-NTE

BY SIGNING BELOW, I ACKNOWLEDGE RECEIPT OF ALL REQUIRED DOCUMENTS LISTED ABOVE

EMPLOYEE’S SIGNATURE _____

MANAGER’S SIGNATURE _____