NEW HIRE CHECKLIST

TO: Payroll Department

FROM: _____

DATE: _____

EMPLOYEE: _____

I understand that an incomplete new hire packet will be returned and may result in the delay of the employee's paycheck.

Enclosed is the following completed new hire paperwork (please check all that apply):

- ☐ Employment Application
- ☐ Copy of social security card (must be provided for payroll purposes)
- ☐ Personal Data Record
- ☐ W-4 Withholding allowances
- ☐ WI Withholding Exemption Certificate
- ☐ I-9 Employment Verification (include copies of documents verified)
- ☐ Direct Deposit Form (if applicable)
- ☐ Employee Handbook Acknowledgement (located in back of Handbook)
- ☐ Sexual Harassment Policy Questionnaire & Receipt
- ☐ Information Security Acknowledgement
- ☐ MVR Determination Worksheet and Motor Vehicle Record **(Office Manager to attach)**
- ☐ MVR Policy Authorization and Acknowledgment
- ☐ EEO Voluntary Self-Identification Survey
- ☐ Demonstrator Vehicle Policy (sales consultants only)
- ☐ Work Permit (if under 18 years old)
- ☐ Uniform Deduction Authorization (if applicable)

Other: _____