



## Employee Packet Checklist

**Note – Each Completion Date Must Include Month, Date, and Year.**

- ☐ Employee Data Card
- ☐ I-9 (copies of documents used for (I-9)
- ☐ W-4
- ☐ Employment Job Application/Resume Filed and References Checked \_\_\_\_\_
- ☐ Copies of Certifications, Degrees, Licenses (as applicable) Confirmed & Filed \_\_\_\_\_
- ☐ Copy of Driver's License
- ☐ Copy of SS Card
- ☐ Signed Direct Deposit Authorization and Other Payroll Information sent to Trista Antos.
  - ☐ Forwarded to Accountant for Payroll \_\_\_\_\_
- ☐ Handbook Acknowledgement and Agreement Signed and Filed \_\_\_\_\_
- ☐ Non-Disclosure and Confidentiality Agreement Signed and Filed \_\_\_\_\_
- ☐ Key registered in Key Log and signed \_\_\_\_\_
- ☐ Job Description Acknowledgement Signed and Filed \_\_\_\_\_
- ☐ DFWP Acknowledgement Signed and Filed \_\_\_\_\_
- ☐ Permission To Use Photographs Acknowledgement Signed \_\_\_\_\_
- ☐ On-Boarding Schedule Completed \_\_\_\_\_
- ☐ Orientation Schedule Implemented \_\_\_\_\_ Completed \_\_\_\_\_
- ☐ Enchanted Contact Phone Numbers Given for Applicable Team Members.
- ☐ Initial Training and Certifications (Stericycle) in; Biohazardous Waste, HIPPA Compliance, BBP, DOT, Hazardous Communication Training, PPE, Portable Fire Extinguishers, Preventing Violence In The Workplace, Hand Hygiene.
  - ☐ Circle All That Apply, Certifications Printed, and added to Stericycle Manual \_\_\_\_\_
- ☐ DOH \_\_\_\_\_
- ☐ Pay Rate \_\_\_\_\_ (Salary, Hourly, Part-Time, Full-Time, Other \_\_\_\_\_)
- ☐ Original Copies of License(s), Certification(s), Degrees, etc., filed in the appropriate files on-premises.
- ☐ Other notations: \_\_\_\_\_
- ☐ Employee Name: \_\_\_\_\_
- ☐ Authorized Employee Signature Confirming the completion of the above: \_\_\_\_\_
  - ☐ Date Signed \_\_\_\_\_