

ALLIANCE FOR WOMEN & CHILDREN
General - NEW HIRE CHECKLIST

Staff's Name _____ Today's Date _____

Email address _____

Cell Phone # _____

General New Employment Forms

Forms in - Operations Shared\3 - Employee Policy, Forms, Activities\2 - New Employee Forms and Process

- ✓ Employment Application *Attached - Verified signed* _____ *initial & date*
- ✓ New Hire Form Completed *Attached* – use template to copy adding social security card and drivers license to the top
- ✓ I-9 Form (Employment Eligibility Verification) with proper documentation – employee to complete top and **supervisor to complete document verification and sign.**
- ✓ W-4 (Employee Withholding Allowance Form) *verify signature and completeness*
- ✓ Direct Deposit Enrollment Form or Paychex Debit Account Set Up Form (note all payment will be deposited electronically no live checks will be produced)
- ✓ United Way Enrollment Form
- ✓ Confidentiality Agreement *verify signature*
- ✓ Conflict of Interest Policy given to staff _____ *initial & date*
- ✓ Signed Acceptance of Conflict of Interest Policy *attached - verify signature*
- ✓ Employee Handbook given to staff _____ *initial & date*
- ✓ Employee Handbook acknowledgement *attached - verify signature*
- ✓ PayChex Employee Online Access Instructions

Program Specific

- ✓ Resume *Attached* (if applicable)
- ✓ Job Description document given to staff _____ *initial & date*
- ✓ Attach a copy of the Job Description
- ✓ Orientation check list completed and attached

After 30 Days

- ✓ Health Insurance Enrollment Form (if eligible)
- ✓ 401K Review and Enrollment Form
- ✓ AFLAC Information

Employee Signature

Completed By

Date Completed

*ASC & A-Teens – complete an additional new hire checklist.

Updated 10/04/2011