

NEW HIRE CHECKLIST

SECTION 1:

New Hire Form
W-4 Form
I-9 Form
Copy/Voiced Check for Direct Deposit
Direct Deposit Approval

SECTION 2:

Employment Agreement Signed
Resume / Bio - Job Description
NDA
Background Check

SECTION 3:

Pay Rate Change Information
Any E-mails or information for updates and changes

SECTION 4:

Medical Application
Dental Application
401K/ Application
Any other Benefits