

Employee Orientation Checklist

Check as completed, if covered.

Forms:

- _____ I-9 Employment Eligibility form completed
- _____ W-4 form completed
- _____ Application and Resume
- _____ Direct Deposit Authorization obtained
- _____ Emergency contact form completed

Compensation:

- _____ Pay Rate: \$ _____ per _____
- _____ Pay Per Unit: _____
- _____ Overtime procedures explained
- _____ Automatic Payroll Deposit explained

Benefits:

- _____ Benefit eligibility rules and benefit summary explained
- _____ Enrollment eligibility date is: _____
- _____ Enrollment forms completed

Status, Policies and Procedures:

- _____ Employment Status explained – Status: _____
- _____ At-will employment explained
- _____ Employee handbook provided and explained
- _____ Employee handbook acknowledgement obtained

Other Items:

I hereby acknowledge each of the aforementioned items have been discussed with me.

Employee Signature: _____

Date: _____

HR Representative Signature: _____

Date: _____