



Rehire Paperwork Checklist

Employee Name:	Location Name:
E-Mail Address:	Location Code:
Supervisor:	Start Date:

When you rehire an employee, please forward the following original completed documents to the Human Resources Department at the Principal Office no later than three days after the employee's start date.

Y when complete	Form Title	P.O. Use
	Status Change	
	Application (<i>attach resume and cover letter if applicable</i>)	
	Terms of Employment	
	The Availability Record	
	403B Enrollment Form	
	403B Beneficiary Form (if applicable)	
	Roth Form (if applicable)	
	W-4	
	I-9	
	Employee Rules And Regulations (<i>Loss Prevention Rules</i>)	
	Receipt of Employee Acknowledgment Form	
Items to be ordered for Employee (must be approved by supervisor prior to ordering)		
	Name Tag Form (if applicable)	
	Uniform Form (if applicable)	

Completed By: _____ Date: _____
Signature

Received in P.O. _____ By: _____