

NEW HIRE CHECKLIST

EMPLOYEE NAME

DATE OF HIRE

Hiring Manager:

Please review the New Hire Kit with your employee. As you review the packet with them, please check off that they have received all the forms listed in the Forms Distributed column. Please be sure to collect all the forms in the Forms Collected column and send to Human Resources.

Please note that you must collect the completed I-9 within 72 hours of date of hire or face up to a \$10,000 penalty.

FORMS COLLECTED (FOR COMPANY)

- Offer Letter (NH109) if prepared
- Application of Employment (NH101 or NH102)
- W-4
- I-9 and Supporting Documents
- Notice of Pay Details (NH108) for Non Exempt
- Employee Declaration (NH506-511)
- Employee Handbook Receipt (NH106)
- Emergency Contact Information (NH104):
- Unlawful Harassment Policy Signoff (NH120)
- Safety Program Acknowledgement (NH503)
- Confidentiality Agreement/NDA signoff (NH140)
- Mutual Arbitration Agreement (NH501)
- Job Description
- Meal and Rest Period Waiver Front Desk (NH502)
- Bloodborne Pathogen Hepatitis B Vaccination Acknowledgement (NH504)
- Property Return Agreement (NH141)
- HR Orientation (NH107)
- Other:

FORMS DISTRIBUTED (FOR EMPLOYEE)

- Disability Insurance Pamphlet (DE2515)
- Paid Family Leave (DE2511)
- Sexual Harassment Information Sheet (DFEH185)
- Unlawful Harassment Policy (NH120P)
- Confidentiality Agreement/NDA (NH140)
- Code of Safe Practices (NH131)
- Employee Handbook
- Request for Time-Off (L102)
- Summary of Benefits Coverage, If benefits offered
- Initial COBRA Notification (C101) If benefits offered
- Pre-designation Form (NH132) If benefits offered
- Time of Hire Pamphlet
- CA-Covered Employee Pamphlet
- ADP Direct Deposit Form
- Health Insurance Marketplace Coverage (OMB No. 1210-0149)
- DWC 7 Notice to Employees-Injuries Caused By Work
- MPN Implementation Notice
- Other:

PRINT NAME (MANAGER)

PRINT NAME (EMPLOYEE)

MANAGER SIGNATURE

EMPLOYEE SIGNATURE

DATE

DATE

