**HR Checklist Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pre-Start Items**

Process System Start Spreadsheet & File Folder HRIS Record

Door Access Card Office/Work Area Company Vehicle

Application Resume Education & Certifications

Background Authorization Ordered Received

Offer Letter Uniform Initial Payroll change Notice

**Post-Start Items**

I-9 Form & Documentation

W4 – Employee’s Withholding Certificate

Direct Deposit Enrollment Form

Emergency Contact Information

Company Handbook Review & Acknowledgement Form

Sexual Harassment Awareness Training Video & Acknowledgement Form

Vacation/Holiday/Sick Leave PTO

Benefit & Pay Period Dates

ADP iPay Statement Setup

Job Description Signed

USDOT Forms & Set-up

New Hire Survey Presented

Orientation PPT & Systems Outline

New Hire Reporting Submission

Notify Employees of New Hire

Initial Payroll Submission – (W-4, direct Deposit & Payroll Form)

**30 Day Benefits Enrollment**

Benefit Review Medical Enrollment Vision Enrollment

Dental Enrollment LTD Enrollment Life Enrollment

Supplemental Enrollment 401(k) Enrollment Survey Reminder

Payroll Notification

**Termination items**

Process System Started Spreadsheet & File Folder HRIS Record

Door Access Card Office/Work Area Company Vehicle

Last Day Notice - Payroll COBRA Sent Last Day Notice - Payroll

401(k) Provider Notice Exit Interview 72 Hour Pay Notice

Employee Account Review Medical Term Life Term

LTD Term Vision Term Dental Term

Supplemental Term USDOT Term Uniform Term