**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