

NEW EMPLOYEE PAPERWORK CHECKLIST

Use this form during the new employee orientation process to ensure that all applicable paperwork is distributed and received back from the employee. Check off the box next to each item as they are completed and have the new employee sign this form at the conclusion of orientation. Please note this document is written at the Federal level and your state may have further requirements.

Informative Materials Provided to Employee		Employment Forms Completed by Employee	
Offer Letter	<input type="checkbox"/>	Employment Application	<input type="checkbox"/>
Job Description	<input type="checkbox"/>	Confidentiality/Proprietary Agreements	<input type="checkbox"/>
401K and Other Benefit Info	<input type="checkbox"/>	At-Will Employment Acknowledgement	<input type="checkbox"/>
Employee Handbook	<input type="checkbox"/>	Form W-4	<input type="checkbox"/>
Notice of Exchanges and Subsidies	<input type="checkbox"/>	State Withholding Form (if applicable)	<input type="checkbox"/>
Initial Notice of Cobra Rights	<input type="checkbox"/>	Form I-9	<input type="checkbox"/>
CHIP Notice (if applicable)	<input type="checkbox"/>	Employment Handbook Acknowledgement	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Emergency Information Form	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Acknowledgement of Receipt/COBRA	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Health Benefits Forms	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Direct Deposit Form (optional)	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Physician Designation Form (optional)	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Items Given to Employee to be Returned upon Separation			
Key(s), Description:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Credit Card, Description:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Advance Amount:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Computer Passwords	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop Computer, Description:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Employee: I have been informed about each of the topics listed above and have had all of my questions answered to my satisfaction at this time.

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

HR Manager/Supervisor: I have informed the new employee about each of the topics listed above and have answered all questions asked to the best of my ability at this time.

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

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