

NEW EMPLOYEE ORIENTATION CHECKLIST

EMPLOYEE NAME: _____

LOCATION: _____

JOB TITLE: _____

DATE OF HIRE: _____

DEPARTMENT: _____

MANAGER: _____

HOURS/DAY: _____

BEFORE EMPLOYEE STARTS

- ☐ Signed Offer Letter - give copy of offer letter to Controller if Sales position
- ☐ Email IT Onboarding Checklist to Manager
- ☐ Assign Employee PrintStream # _____
- ☐ Complete a Track-It once checklist is returned
- ☐ Payroll Status Sheet (HR003)
- ☐ Let SLT/Manager know so they can welcome them on the 1st day
- ☐ Was this Employee a temp? If yes, email Accounting on the status change. Notify Agency.
- ☐ Background check
- ☐ Signing Bonus _____

ONBOARDING WITH EMPLOYEE

- ☐ Job Description (1 for new hire, 1 copy initialed for file)
- ☐ Employee Notice
- ☐ W-4 Federal Tax Withholding
- ☐ W-4 State Tax Withholding
- ☐ I-9 Form & Instructions (Rehire complete supplement B)
- ☐ Direct Deposit (HR008)
- ☐ Emergency Contact Form (HR013)
- ☐ HIPPA Notice (Marth Group Notice of Practices-HIPAA)
- ☐ Confidentiality Form (HR061)
- ☐ PFML letter (if applicable)
- ☐ Employee Handbook
- ☐ Handbook Acknowledgement Form (HR067)
- ☐ Meal/Rest Break Waiver (for hourly only)
- ☐ Who's New (HR012)
- ☐ Voluntary Self Identification (HR066)
- ☐ Give Quality Card
- ☐ IT take picture for badge and Who's New
- ☐ Security and QMS Training – Prod. EE help with training

AFTER MEETING WITH EMPLOYEE

PAYROLL (Todd)

Set up in Payroll (Paycor)
Add to Hours Spreadsheet
Add to Fidelity
Insurance Forms (Insurance Enrollment in Paycor)
(via payroll audit)
Add HSA/FSA information into LEAP/WEX

- ☐ Mail Cobra Information to employee's home
- ☐ Forklift/MPJ Training
- ☐ Add cell number to Text EZ site
- ☐ Update Background Check Spreadsheet
- ☐ File Background Check in HR BC file
- ☐ File I9 in HR I9 file

WITHIN 30 DAYS OF EMPLOYMENT

- ☐ Add to Remodel Health
- ☐ Add to VSP
- ☐ Set up hearing test for baseline w/in 6 months of employment – for Press employees only
- ☐ Follow up on benefit elections

BENEFITS INFORMATION TO COVER

- ☐ Benefit Booklet
- ☐ Discuss benefits and 401k information
- ☐ Show benefits on intranet

*** MUST BE COMPLETED BEFORE FILING ***