

New Hire Check List

\_\_\_\_\_  
Employee Name/Employee Number

\_\_\_\_\_  
DOE

\_\_\_\_\_  
Job Title/ Position Number

\_\_\_\_\_  
Department

| Source  | Form Name                                   | Complete | Distributed to: |          |         |
|---|---|----------|-----------------|----------|---------|
|   |   |          | HR              | Benefits | Payroll |
| Personnel File                                | Application/Resume                          |          | X               |          |         |
|   | New Employee/Employee Change Form (NH-01)   |          | X               |          | X       |
|   | Hiring Promotion Decision Form (NH-01a)     |          | X               |          |         |
|   | Compensatory Time Form (NH-02)              |          | X               |          | X       |
|   | W-4 (NH-03)                                 |          | X               |          | X       |
|   | Benefits Enrollment Form (NH-05)            |          | X               | X        |         |
|   | TCDRS Beneficiary Forms (NH-06)             |          | X               |          | X       |
|   | Credit Union Acknowledgement Form (NH-07)   |          | X               |          | X       |
|   | Direct Deposit Authorization Form (NH-08)   |          | X               |          | X       |
|   | New Hire Data (NH-09)                       |          | X               |          |         |
|   | Emergency Contact Information (NH-10)       |          | X               |          |         |
|   | Statement of Employee Understanding (NH-11) |          | X               |          |         |
|   | Election of Disclosure (NH-11)              |          | X               |          |         |
|   | Receipt of Handbook Acknowledgement (NH-12) |          | X               |          |         |
| Employee Notice of Work Comp Alliance (NH-13) |   | X        |                 |          |         |
| Employee Parking Agreement (NH-14)            |   | X        |                 |          |         |
| Polygraph Exam Results                        |   | X        |                 |          |         |
| I-9 Book                                      | I-9 (NH-04)                                 |          | X               |          | X       |
| Medical File                                  | Applicant Testing Authorization (PE-01)     |          | X               |          |         |
|   | Drug Analysis                               |          | X               |          |         |
|   | Medical Examination Results                 |          | X               |          |         |
|   | Psychological Examination Results           |          | X               |          |         |