

# New Employee Information & Checklist

Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Who to notify in case of emergency:

Name: \_\_\_\_\_

Relationship to the employee: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

\_\_\_\_\_ Application and Resume

\_\_\_\_\_ North Carolina State W-4 Forms completed

\_\_\_\_\_ Federal Withholding Forms completed

\_\_\_\_\_ Offer Letter

\_\_\_\_\_ Child Support Reporting Requirements (NC State Law)

\_\_\_\_\_ I-9 Completed

\_\_\_\_\_ Direct Deposit

\_\_\_\_\_ Understands how to record their work hours

\_\_\_\_\_ Employee signed document that they have received and read the employee handbook.

Description of the keys issued: \_\_\_\_\_

Other work related tools and equipment issued: \_\_\_\_\_