

Hire Paperwork Cover Sheet

Hiring paperwork must be turned in at least 4 business days before start date.

PAPERWORK & DOCUMENTS MUST BE COMPLETE OR START DATE WILL BE DELAYED

Check off each document as received and completed:

All Employees:

- Supervisor Hire Worksheet (please type form)
- Employee Information Page
- W-4
- I-9 form filled out by employee
- I-9 supporting documents
- Direct Deposit Form
- Application/Resume
- Appointment for start date meeting Date:_____ Time:_____
- Copy of Background check email (if applicable)

Benefitted Employees also need:

- Signed offer letter
- Flow sheet
- Email with Salary Calc
- Copy of Background check email

As hiring supervisor I have reviewed all paperwork and confirm that it is complete:

Signature

Date