



Sample New Employee Checklist

Name _____ Start Date _____

- Signed Offer Letter
- Welcome Letter
- Employment Application
- Federal W-4
- CT/NY W-4
- I-9
- Direct Deposit Information
- Receipt from Employee Handbook
- Employee Proprietary Information Agreement
- Emergency Notification Form/Personal Data Sheet
- Payroll Deduction Authorization

Employee Benefits

- Medical and Dental Enrollment
- Life and AD&D Enrollment
- LTD Enrollment
- 401(k) Enrollment

Informational

- Holiday Schedule
- Timesheet (if applicable)
- Phone List – internal
- Expense Report
- Voicemail Instructions