

# EMPLOYEE ORIENTATION CHECKLIST

Entity: \_\_\_\_\_

Name: \_\_\_\_\_ Date of hire: \_\_\_\_\_

FULL TIME  PART TIME  TEMPORARY

## ALL EMPLOYEES:

- Employment Application
- Reference Checks
- Job Offer
- Employee Screening & Consent Form
- Organization outlined in the telephone listing.
- Employee Handbook
- Time & Attendance Policy/Timecard
- Health Benefits Information
  - Benefits of Caring
  - Website/Solution Center Flyer
- Pension Information
- Deferred Compensation/403b Application) Booklet
- Direct Deposit of Payroll
- I-9 Form
- W-4 Withholding Form
- IT-2104 Withholding Form
- Holy Day/Holiday Schedule for current calendar year
- Child Protection Policy Booklet /Acknowledgement
- VIRTUS Training needed within 30 days.
- Emergency Notification Form

I hereby certify that the above items were discussed with me and that I have received the Employee Handbook.

I understand all changes to this handbook will be posted and that I am responsible to read and follow the polices and procedures they contain. I further understand that I can ask questions of \_\_\_\_\_ on the above materials at any time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date