

Employee Documentation Checklist

Name: _____

Hire Date: _____

Vetting: (If not applicable, mark N/A)

- Application for Employment
- Consent form to do background check
- Picture of License & Social Security Card
- Driver's Abstract Inquiry Authorization
- Google search employees and city name (*don't have to include results in file*)
- Talk to former employers
- Background Check (Paychex) (*highlight any issues & include an explanation of each*) (DIF)
- Driver's Abstract (*highlight any issues & include an explanation of each*)
- Early Employment Drug Test Results (*can't start work before test results come back*) (DIF)
- Physical (Human Performance) (DIF)

Hiring: (If not applicable, mark N/A)

- 30 Day Trial Employment Agreement
- SPT Handbook Acknowledgement (*one copy to employee and one copy in the file*)
- SPT Confidentiality Agreement (*one copy to employee and one copy in the file*)
- Road Test Certification (if applicable)
- DOT Med Card copy
 - Long form
- Form I-9 Employment Eligibility Verification
- Form W-4
- NYS IT-2104 or employed state's equivalent (if applicable)
- Emergency Contact Form
- Log 60 day medical coverage offering on calendar
- Filled out Health Insurance Form for future eligibility date
- Filled out Retirement Plan for future eligibility date
- Copy of Insurance Application (if applicable)
- Waiver of Medical Coverage (if not insured through our group plan) after 60 days
- No Shopping document signed (*one copy to employee and one copy in the file*)
- Drug free document signed (*one copy to employee and one copy in the file*)
- Wage theft document signed (*one copy to employee and one copy in the file*)
- Add birthday to calendar
- Add benefit offering time to calendar
- St Pauly sign lunch policy (*one copy to employee and one copy in the file*)
- Give employee benefits page (*one copy to employee and one copy in the file*)
- Setup employee LENS / DMV monitoring in respective state
- Set proper permissions on payroll system (Geofencing, etc.)
- Add to random drug testing
- Direct deposit info, if needed
- Send all payroll info to Joey
- Safety certification completed (East) Date: _____

- ___ Given uniform
- ___ Employee company email account

Email _____ Password _____

Training: (If not applicable, mark N/A)

- ___ Review and sign Duties, Responsibilities and Driving Safely document
- ___ Watch training videos
- ___ Introduced to the team
- ___ Drive with a Trainer
- ___ Properly program fleetmatics fob, give it to employee, and explain how it works.
- ___ Explain how the company works – how funding works to the non-profit organizations
- ___ Explain the importance of clean sheds
- ___ Explain what “sorted clothes” means
- ___ Explain the importance of cleaning up all garbage around and inside the shed
- ___ Explain how future raises work – criteria for raises

Hiring Manager Signature _____ Date _____