Employee Documentation Checklist

Name: _____   Hire Date: _____

START:
___ Application for Employment
___ Consent form to do background check
___ Picture of License & Social Security Card
___ Driver's Abstract Inquiry Authorization

VETTING:
___ Google search employees and city name *(don't have to include results in file)*
___ Talk to former employers if manager
___ Background Check PUT IN FILE!
___ Driver's Abstract PUT IN FILE!

AFTER OFFER:
___ Early Employment Drug Test Results PUT IN FILE
___ Physical (Human Performance) PUT IN FILE

LEGAL:
___ 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
___Safety and Sexual Harassment Document
___ Wage theft document signed *(one copy to employee and one copy in the file)*
___ St Pauly sign lunch policy *(one copy to employee and one copy in the file)*

BENEFITS:
___ Give employee benefits page *(one copy to employee and one copy in the file)*
___ ***Log 60 day medical coverage offering on calendar
___ Filled out Health Insurance Form or waiver.
___ Filled out Retirement Plan
___Offered Dental / eye.
___Explain: Your raise will be based on how well you do.
___Life insurance offered

DOCS: (<u>COPIES TO EMPLOYEE AND In FILE!</u>)
___ Attendance policy signed
___ 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)*
___ Cyber security document signed
___ Direct deposit info, if needed

AFTER:
___ Add birthday to calendar
___ Add benefit offering time to calendar
___ Setup employee LENS / DMV monitoring in respective state
___ Set proper permissions on payroll system (Geofencing, etc.)
___ Add retroactive vacation time to payroll system
___ Add to random drug testing
___ Properly program Fleetmatics fob, give it to employee, and explain how it works.
___ Payroll to Joey
___ Safety certification completed (East) Date:_____
___ Given uniform
___ Employee company email account

Email _____

Password _____

Training: *(If not applicable, mark N/A)*
___ Review Duties, Responsibilities and Driving Safely document
___ Review Driver or Manager Manual
___ Watch training videos
___ Introduced to the team
___ Drive with a Trainer
___ 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 Name and Signature_____ Date _____