



FEA - New Employee Checklist

(To be completed by Employer/Managing Party)

Employee Name: _____

Address: _____

Home Telephone #: _____ Alternative Telephone #: _____

E-mail address: _____

Consumer Name: _____

Required forms for PICS' employee file:

_____ New Employee Checklist

_____ W-4 Form

_____ FICA, FUTA, SUTA Questionnaire

_____ Payment Options Form (Direct Deposit/ADP TatalPay Visa Debit Card)

_____ Personnel File Notification & Acknowledgement Form

Optional forms for PICS' employee file (must be in file if elected):

_____ Background Study Authorization Form (BSA) – must be a notarized original (PICS will assess a fee to consumer/employer)

Required forms for Employer's (Managing Party's) employee file:

_____ Employment Application

_____ Job Description and Work Schedule

_____ Employment Agreement

_____ I-9, Employment Eligibility Verification

_____ False Claims Policy

_____ Completed training as identified by Managing Party (materials available upon request)

Managing Party/Employer Signature

Date

Employee Signature

Date