



Homemaker Checklist

This form is to be completed by the Managing Party for employees specifically hired for Homemaker tasks. Individuals hired as a Homemaker may not perform any direct support care.

Employee Name: _____

Managing Party Name: _____

Date of Hire: _____

The Managing Party should date and initial each item as it is completed.

- | | Date | Initial | |
|----|-------------|----------------|--|
| 1. | _____ | _____ | Homemaker Checklist |
| 2. | _____ | _____ | W-4 Form |
| 3. | _____ | _____ | Employment Agreement |
| 4. | _____ | _____ | Payment Options Form (Direct Deposit/ADP Total Pay Visa Debit Card) |
| 5. | _____ | _____ | Background Study Authorization (BSA) Form <i>(must be notarized & original)</i>
NOTE: Failure to pass the BSA will result in an ineligibility to continue to work for PICS. You will be notified only if the employee is disqualified from employment. |
| 6. | _____ | _____ | I-9 Form <i>(must be original)</i> |
| 7. | _____ | _____ | Application for Employment |
| 8. | _____ | _____ | Relationship Disclosure Form |
| 9. | _____ | _____ | Personnel File Notification and Acknowledgement* |

NOTE: Employees may not begin to work until PICS Human Resources has notified the Managing Party of an official Date of Hire. The official Date of Hire is the first day the employee is allowed to log hours, any hours logged prior will not be paid. PICS Human Resources will issue the employee's Date of Hire upon satisfactory receipt and completion of the above forms.

Managing Party's e-mail address or telephone number for communications regarding employee's employment status:

I have completed the above steps for _____
(Employee Name)

(Managing Party Signature)

(Date)

Date submitted to PICS: _____