



## New Employee Checklist

*This form is to be completed by the Managing Party. This and all forms indicated below must be submitted to PICS before the employee may begin work.*

Employee Name: \_\_\_\_\_

Managing Party Name: \_\_\_\_\_

Client Name: \_\_\_\_\_

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

- |     | <b>Date</b> | <b>Initial</b> |   |
|-----|-------------|----------------|---|
| 1.  | _____       | _____          | <b>New Employee Checklist</b>   |
| 2.  | _____       | _____          | <b>W-4 Form</b>   |
| 3.  | _____       | _____          | <b>Employment Agreement</b>   |
| 4.  | _____       | _____          | <b>Payment Options Form (Direct Deposit/ADP Total Pay Visa Debit Card)</b>  |
| 5.  | _____       | _____          | <b>Background Study Authorization (BSA) form (must be notarized and original)</b><br>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.  | _____       | _____          | <b>I-9 Form (Must be original)</b>  |
| 7.  | _____       | _____          | <b>Employment Application</b>   |
| 8.  | _____       | _____          | <b>Relationship Disclosure Form</b>   |
| 9.  | _____       | _____          | <b>Job Description &amp; Work Schedule</b>  |
| 10. | _____       | _____          | Personnel File Notification and Acknowledgement   |
| 11. | _____       | _____          | Required Training Checklist   |
| 12. | _____       | _____          | Health Privacy (HIPPA) Training Certification Form  |

***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 the above employee

\_\_\_\_\_

(Managing Party Signature)

\_\_\_\_\_

(Date)

Date submitted to PICS: \_\_\_\_\_