

New Hire Checklist (New York State Employees)

Employee Name: _____

Position/Title: _____

Hire Date: _____

Location: _____

Received From Employee

- Signed Offer Letter
- Completed Employment Application
- Authorization for Background Check (and any additional pre-employment screening)
- Section 1 of I-9 Form and Supporting Documents
- Federal Tax Withholding Form
- State Tax Withholding Form
- Direct Deposit Form (if using direct deposit)
- Employee Handbook Acknowledgement
- Emergency Contact Form
- Benefit Election & Enrollment Forms (if applicable)

Provided to Employee

- Sexual Harassment Prevention Notice
- Sexual Harassment Policy
- Sexual Harassment Complaint Form
- Sexual Harassment Interactive Training & Training Transcript
- Right of Employees to Express Breast Milk in the Workplace Notice
- New York State Notice of Pay Rate and Payday Form
- Benefit Notice Forms (if applicable)

Completed by Company Representative

- Personnel File Created
- Reference Checks Completed and Filed
- Background Check (and any additional pre-employment screening) Results Received and Reviewed
- I-9 Documents Reviewed; Section 2 of I-9 Completed; I-9 Filed Separately from Personnel File
- Payroll Setup Completed
- State New Hire Reporting Completed

Completed by: _____

Date: _____