



## Items Needed for New Hires

When getting a new candidate started they should have already filled out the background check form and scheduled (or completed) the drug screen.

When a new hire is ready to start you will need to **give your site coordinator** the following to get them set up for access:

- ☐ start date | email address | phone number | Individual's FB url
- ☐ You also need to be sure they are *set up in Open Time Clock* so they can clock in and out.



Even if someone only works one day (and it has happened) we need to have their work hours documented in TimeClock to be compliant with laws regarding record keeping.

We can get a lot of information from the background check form, but for completing entry into our payroll system we need a few more items once they start work:

- ☐ I-9 form—**must be done on first day of work!**
- ☐ Federal W-4 and, if applicable, state W-4 (state withholding)
- ☐ Direct Deposit information: Bank name, account number, routing number

We cannot enter someone into ADP without this data. If they're not entered into ADP then we can't pay them.

**NOTE:** Without Direct Deposit information the person will be cut a manual check which gets mailed to Rosa's office in Mesa, AZ, which means we then need to mail it (when we finally get it) which further delays getting their wages into their bank account.

Once their first paycheck has been issued we then need to have:

- ☐ ADP Pay mobile app installed on their phone
- ☐ Verify they can log in and see their pay stubs.

We also need to make sure they have *read and understand* the information in the Employee Handbook. **They also need to sign the Acknowledgement page** (the last page) and that needs to be sent to Jeff Nicklaus for archive.