

NEW HIRE PAPERWORK CHECKLIST



Employee Name _____

Store Number _____

The following is to be faxed to 310-747-3917 on the new employee's hire date.

- New Employee Data Form
- Payroll Status Change Form
- W-4 Form
- I-9 Form - Employment Eligibility Verification (completed online)
- Fax a copy of 2 sources of identification to 310-747-3917
 - Please verify originals, do not accept copies from employees.
 - (1) source should be photo id
 - (1) source should verify eligibility to work in the US
- CJO/Medical Review Form *(for Technicians and Warehouse Employees only)*
- Uniform Deposit Agreement *(for Technicians and Drivers Only)*

All ORIGINAL forms on this checklist must be sent to HR within 3 days of the hire date.

- Forms
 - New Employee Data Form
 - Employment Application
 - Payroll Status Change Form
 - Federal Withholding (W-4)
 - State Withholding *(required for Arizona A-4 and Hawaii HW-4 only)*
 - I-9 Form - Employment Eligibility Verification *(completed online)*
 - Authorization for Direct Deposit
 - Equal Employment Opportunity Data
 - Annual Classification Program *(for Store Employees only)*
 - CJO/Medical Review Form *(for Techs and Warehouse Employees only)*
 - Conditional Job Offer and Medical Review Process *(for Techs and Warehouse Employees only)*
 - Uniform Deposit Agreement *(for Technicians and Drivers Only)*
 - Interview Questions
- Job Description
- Sexual Harassment Policy
- Substance Abuse Testing Policy
- Current Employment Alternative Dispute Resolution Agreement
- Acknowledgment of Receipt-ADR
- No Personal Purchases from Vendors
- IIPP-3 Code of Safe Practices Form
- IIPP-7 Individual Employee Training Documentation Initial Training
- Policies with Signature Required
 - Acknowledgement and Receipt of Personnel Policy Handbook
 - Employee Non-Disclosure Agreement
 - Release of Off-Duty Social, Recreational and Athletic Activities
 - Acknowledgement and Consent of Company Right to Access and Monitor
- ADP Time and Attendance Quick Registration *(completed online)*

For Technicians Only

- Mechanic Handbook
- Mechanic/Shop Regulations
- Mechanics' Tools Handout

For California Employees Only

- New Hire Pay Notice (Hourly employees only)
- Medical Provider Network Handbook
- Workers' Compensation MPN Handbook Acknowledgment and Receipt

Manager's Signature _____

Date _____