# NEW HIRE PAPERWORK

## CHECKLIST

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Store Number</th>
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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
  - (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 ____________

Revised: 4/15/2014

New Hire Checklist 2014.xls