



## STSS – NEW HIRE CHECKLIST

### **Do we have the following?**

- Application (signed?)
- W4 (signed?)
- NC4 (signed)
- Background/Release?
- Employee agreement?

### **Have we discussed the following?**

- Rate of pay?
- Dates of pay/Calendar?
- Pay periods? When hours/timecards due?
- If no direct deposit, address, dates, times to pick up paycheck?
- Record keeping/responsibility of tracking hours, responding to requests?
- Email address to contact payroll for questions?

### **Policies reviewed?**

- Uniform & appearance?
- Tardiness and absences?
- Meal breaks?
- Receiving schedules or available work?
- Deductions for uniforms/transportation?
- Parking rules and/or lack of at certain venues?