

NEW EMPLOYEE
ORIENTATION CHECKLIST
P-02

Employee Name	Social Security Number	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Check the appropriate box when complete.

Personnel and Payroll

- | | |
|---|--|
| <input type="checkbox"/> Standard Pay Period | <input type="checkbox"/> Employee ID Number |
| <input type="checkbox"/> FSLA Status | <input type="checkbox"/> Confidentiality Forms |
| <input type="checkbox"/> Work Week | <input type="checkbox"/> Holiday Schedule |
| <input type="checkbox"/> Timesheets | <input type="checkbox"/> Paid Time Off |
| <input type="checkbox"/> Direct Deposit | <input type="checkbox"/> Probationary Period |
| <input type="checkbox"/> Tax Forms (W-4, I-9, K-4, & WCS) | |

Benefits

- | | |
|---|--|
| <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Disability Insurance |
| <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Aflac Option |
| <input type="checkbox"/> Dental Insurance | <input type="checkbox"/> Deferred Compensation |
| <input type="checkbox"/> Section 125 IRS | <input type="checkbox"/> Retirement Options |
| <input type="checkbox"/> Vision Insurance | |

Policies, Procedures, Health, and Safety

- | | |
|---|---|
| <input type="checkbox"/> Employee Resources | <input type="checkbox"/> KY Train |
| <input type="checkbox"/> Worker's Comp | <input type="checkbox"/> ICS/Nuts & Bolts |
| <input type="checkbox"/> Incident Reporting | <input type="checkbox"/> ID Badge |
| <input type="checkbox"/> HIPAA | <input type="checkbox"/> Health Alert Network |

Agency Resources

- | | |
|---|---|
| <input type="checkbox"/> Security Agreement | <input type="checkbox"/> Telephone Usage |
| <input type="checkbox"/> Network/E-mail ID | <input type="checkbox"/> KY Train |
| <input type="checkbox"/> Computer Basics | <input type="checkbox"/> Agency Vehicle Usage |

Job Specific

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> General Orientation | <input type="checkbox"/> Team Orientation | <input type="checkbox"/> Emergency Procedures | <input type="checkbox"/> Position Trainings |
| <input type="checkbox"/> Dress Code | <input type="checkbox"/> Leave/Attendance | <input type="checkbox"/> Performance Reviews | <input type="checkbox"/> Lunch/Breaks |

Employee Signature

Date

Supervisor Signature

Date