



NEW EMPLOYEE CHECKLIST

Name: _____

Department: _____

Position: _____ Account: _____

Effective Term/Date of Appointment: _____

Annual Pay Rate: _____ Hourly Rate: _____

Background Checks: <http://www.hireright.com/> (Charge to hiring account number)

_____ Hourly _____ Appointed Position Date Completed: _____

FORMS: (Yes/No/NA)

_____ Complete New Employee Info Form <http://www.indiana.edu/~uhrs/employment/bloomington/forms.html>

_____ HRMS E-doc (must be approved before new employee can gain access to e-mail)

_____ Offer/Acceptance Letter

_____ Background Consent Form

(Support staff submit elect. signature when they apply on-line. Hrly. & Prof. staff complete paper form)

_____ Timekeeping Employee Agreement/supervisor approval

_____ Cell Phone Agreement

_____ Application and Resume

_____ ED (Personal Profile Form) Use this information to complete the HRMS e-doc on-line.

_____ PS (Personal Profile Form)

_____ PSA (Personal Profile Form)

_____ Direct Deposit (attach voided check or deposit slip)

_____ I-9 Employment Eligibility Verification & Identification

_____ Indiana Tax Withholding WH-4

_____ Federal Tax Withholding W-4

_____ Confidentiality Statement

_____ Emergency Contact Information

_____ HIPPA Compliance Form

_____ Practicing License

_____ Drug Card (academic credentialing)

_____ Degree Confirmation

_____ Prior Employment Verification (7 years)

_____ FAMS Packet (GA hires)

_____ Student Academic Agreement Form <http://www.iub.edu/~deanfac/download/download.html>