New Hire Checklist and Orientation Acknowledgement

Employee Information

Employee Name: ___________________________________  Start Date: ____________________________
Position: ___________________________________  Department: ____________________________
Phone#: (home/work/cell) ____________________________  □ GTA  □ GRA  □ PT Lecturer

Human Resources and Payroll Forms

☑ I-9 Form
☑ Employee Profile
☑ Authorization for Direct Deposit (Mandatory)
☑ Alabama State Tax Form (A-4)
☑ Federal Tax Form (W-4)
☑ Drug Policy
☑ Indebtedness Policy
☑ Foreign National Info (Alien Tax Information Form)

I acknowledge receipt of the following:

☑ Drug Policy
☑ Indebtedness Policy
☑ Instructions on “How to apply for a Social Security Card Number”

Certification and Acknowledgement

I certify that I have completed the online orientation session for new employees provided by Human Resources. During the session, I have been made aware of the above policies and procedures.

Employee Signature ____________________________  Date ____________________________

Print Name ____________________________

Submit forms during the GTA Workshop to Human Resources or to SKH 102.