

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.