

**New Hire Checklist and Orientation Acknowledgement**

**Employee Information**

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Department: \_\_\_\_\_  
Phone#: (home/work/cell) \_\_\_\_\_ Banner Id (A#): (if known) \_\_\_\_\_

**Human Resources and Payroll Forms**

- Electronic I-9 Form
- Employee Profile
- Authorization for Direct Deposit
- Alabama State Tax Form (A-4)
- Federal Tax Form (W-4)
- Drug Policy
- Indebtedness Policy
- W2 Consent Form
- TRS Pre-Employment Certification (Faculty & Staff only)

**I acknowledge receipt of the following:**

- Drug Policy
- Indebtedness Policy
- Instructions on "How to Apply for a Social Security Card Number"
- General Onboarding Resources available online: [www.uah.edu/hr/onboarding](http://www.uah.edu/hr/onboarding)

**Certification and Acknowledgement**

*I certify that I have completed the onboarding process for new employees provided by Human Resources. During the session, I have been made aware of the above policies and procedures which are available online as an ongoing resource.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



[www.uah.edu/hr/onboarding](http://www.uah.edu/hr/onboarding)

**Contact Us!**

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