

NEW EMPLOYEE PACKAGE CHECKLIST – REVISED 05-16-2017

(MANAGERS PLEASE VERIFY EACH DOCUMENT IS INCLUDED BELOW BY CHECKING THEM OFF. CHECKLIST IS TO BE INCLUDED WITH THE NEW HIRE PACKAGE.)

Place N/A next to documents that do not apply to the New Hire's Package. Example: Hiring a CSC, therefore RSA forms do not apply.

1.	A WELCOME LETTER
2.	ATTENDANCE POLICY
3.	CASH SHORTAGES
4.	CSC JOB DESCRIPTION
5.	CSC JOB PERFORMANCE EXPECTATIONS
6.	DC D-4 EMPLOYEE WITHHOLDING (2 PAGES)
7.	DIGITAL CAMERA
8.	DIRECT DEPOSIT FORM W/COPY OF VOIDED CHECK
9.	DRIVER JOB DESCRIPTION
10.	DRIVER PERFORMANCE EXPECTATIONS
11.	DRIVING SAFETY GUIDELINES POLICY
12.	ELECTRONIC HANDBOOK ACKNOWLEDGEMENT
13.	E-MAIL ACCOUNT – CONFIRMATION RECEIOT (4 PAGES)
14.	EMPLOYEE ACCIDENTS
15.	EMPLOYEE BENEFITS PACKAGE (INCLUDING PAID TIME OFF)
16.	EMPLOYEE HANDBOOK (EMPLOYEE KEEPS)
17.	EMPLOYEE KEY ACCEPTANCE – OR – DOOR SECURITY KEY CARD (FOR 13900 CAMPUS EMPLOYEES)
18.	EMPLOYEE VEHICLE RENTAL POLICY
19.	FEDERAL TAX W-4 (EMPLOYEE'S WITHHOLDING ALLOWANCE CTF) – (2 PAGES)
20.	GPS FORM
21.	HANDBOOK ACKNOWLEDGEMENT RECEIPT
22.	i9 FORM- EMPLOYMENT ELIGIBILITY VERIFICATION (3 PAGES)
23.	LIFE INSURANCE FORMS
24.	MARYLAND STATE TAX – MW507 (EMPLOYEE'S MD WITHHOLDING EXEMPT CTF) – (2 PAGES)
25.	NEW EMPLOYEE DATA FORM (TO BE FILLED OUT BY AM OR MGR)
26.	Skip – Not used at this time. (APPLICANT AFFIRMATIVE ACTION FORM) – (2 PAGES)
27.	NO HARRASSMENT POLICY (2 PAGES)
28.	PAYROLL NETWORK LOG-IN
29.	RESERVATION SALES AGENT JOB DESCRIPTION
30.	RESERVATION SALES AGENT PERFORMANCE EXPECTATIONS
31.	SA PERFORMANCE EXPECTATIONS
32.	SERVICE AGENT'S JOB DESCRIPTION
33.	SOCIAL MEDIA POLICY (2 PAGES)
34.	TELEPHONE CONSENT FORM
35.	TRAINING WAGE POLICY
36.	UNAUTHORIZED USE OF COMPANY VEHICLES
37.	UNAUTHORIZED WORK HOURS/LUNCH BREAKS
38.	UNIFORM COMPANY E-STORE/PERSONAL APPEARANCE/IMAGE REQUIREMENTS
39.	VA STATE TAX FORM VA-4 (EMPLOYEE'S PERSONAL EXEMPTION WORKSHEET) (2 PAGES)

CHECK FOR:

1.	EMPLOYEE HANDBOOK – ACKNOWLEDGEMENT OF RECEIPT FROM THE BACK OF THE HANDBOOK) MUST BE SIGNED AND ALSO INCLUDED WITH THE NEW HIRE PACKAGE PAPERWORK
2.	DRIVING RECORD
3.	EMPLOYMENT APPLICATION – SIGNED AND DATED
4.	FIRST UNIFORM ORDER (SHOULD BE MINIMUM OF 3 SHIRTS AND A JACKET)
5.	EMERGENCY CONTACT NAME: <ul style="list-style-type: none"> • RELATIONSHIP TO EMPLOYEE: • EMERGENCY CONTACT PHONE NO:
6.	SPOUSE'S NAME (IF APPLICABLE):

MANAGER'S SIGNATURE:

DATE: