

HIRING PACKET CHECKLIST

Name of New Hire: _____

Start Date: _____

Position Title: _____

Position #: _____

Hiring Manager: _____

Department: _____

Key Contact: _____

***Please remember to Move to “HR Ops” in PeopleAdmin before submitting documents.**

NEW HIRE REQUIRED DOCUMENTS

- 1. Hiring Proposal
- 2. Signed Offer Letter
- 3. Personal Information Form
- 4. Initial Application
- 5. Final Application
- 6. Resume

ADDITIONAL DOCUMENTS

- 1. Direct Deposit Form
- 2. W-4 Form
- 3. M-4 Form (or appropriate state tax form)

REHIRE REQUIRED DOCUMENTS

- 1. NUID _____
- 2. Hiring Proposal
- 3. Signed Offer Letter
- 4. Personal Information Form

TRANSFER REQUIRED DOCUMENTS

- 1. NUID _____
- 2. Hiring Proposal
- 3. Signed Transfer Letter

Submitted By: _____

Phone: _____

Date: _____

ADDITIONAL NOTES