

## NEW EMPLOYEE CHECKLIST

These are the items needed to start your employment here at BS&R. Give all forms to Jill or Mary after complete. Thanks and welcome!

- 1) W-4
- 2) I-9
- 3) Voided check for payroll auto deposit
- 4) Emergency contacts - below
- 5) Get back signed Employee manual acknowledgement
- 6) Driving Record
  
- 7) You will be eligible for health insurance benefit in 3 months
- 8) You will be eligible for 401k in one year

### EMERCENGY CONTACT:

Name: \_\_\_\_\_ relationship \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_ town \_\_\_\_\_