



Document no:	HR00011
Rev:	D
Effective date:	1/9/2020

NEW EMPLOYEE ORIENTATION CHECKLIST

Employee name: _____ Date of hire: _____

Topics to discuss:

- Salary/Offer Letter
- Employee benefits
- If waive Health Insurance, obtain proof of health insurance
- Work schedule, Pay schedule
- Procedures for getting office supplies and other purchases
- Telephone/Directory, computer logon, network, etc.
- Procedure to utilize ADP System online
- Manufacturing and Manufacturing Engineers eligible to order Workwear and 2 pairs of Safety Shoes
- Timeclock Guidelines/Procedure handout

HR Only- before Hire:

- Inform Accounting for AMEX card (Executives and Sales only)
- Inform Marketing - Business Cards (if applicable)
- Inform Greg/Rob T (need cell, VOIP phone, email/computer/laptop/login)
- Inform Mark C and Leann of new hire
- Hiring Manager to notify BOD (Jeff/Bob) to complete Wise Security Form
- Notify Hiring Manager to request Key Fob from Jeff H
- Background Check
- Auto Driving Record Check (sales and employees driving company truck)
- Pre-employment Assessment
- Register for State unemployment if new State (Accounting- Income Tax reg)
- New State SUI in ADP if needed

HR Only- after Hire:

- Personnel Data Sheet
- PSW - Fidelity
- ADP – setup new hire

- ADP – adjust vacation time first of the month (12 hours/month)
 - 1 week worked = 3 hours
 - 2 weeks worked = 6 hours
 - 3 weeks worked = 9 hours
 - 4 weeks worked = 12 hours
- Email Hiring Manager – 90-day performance review
- Scan all forms to Employee Folder in shared drive

Documents for employee:

- Employee Handbook
- “Family & Medical Leave Act (FMLA)” handout
- Iwaki America’s Corporate History (Vision/Mission Statement)
- “No Sexual Harassment Allowed” in Handbook

Forms to read, sign and return:

- Iwaki America’s Employment Application
- Form I-9 (Employment Eligibility Verification)
- Form W-4 (Employee Withholding Allowance Certificate)/M4 (Mass Form)
- Confidentiality/Inventions/Disclosure Agreements
- Flexible Spending Enrollment
- Life Insurance Forms (voluntary - evidence of insurability if applicable)
- Data Security Policy
- Employee Handbook
- Auto Policy (sales and employees driving company truck)

Orientation information completed:

HR: _____ Date: _____

EMPLOYEE: _____ Date: _____



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REVISION HISTORY

Rev.	ECO No.	Revision date	Revised by:	Description of Change
Rev.A				First document
Rev.B	2509	2/21/2018		Current procedure
Rev.C	3027	6/20/2019	AF	Refer to ECO for updates
Rev.D	3245	1/9/2020	SHP	Updated for ADP and 2020 org changes
Rev.E				