



**NEW EMPLOYEE CHECKLIST
HUMAN RESOURCES**

Name: _____

	ISSUED	RETURNED
PAYROLL FORMS:		
W4 Federal Withholding	_____	_____
A4 Alabama Withholding	_____	_____
I-9	_____	_____
Drug-Free Workplace Agreement	_____	_____
Social Security Card	_____	_____
TRS Application	_____	_____
Direct Deposit Authorization	_____	_____
PEEHIP Confirmation Page	_____	_____
Sick Leave Bank Paperwork	_____	_____
HR FORMS:		
Letter of Appointment	_____	_____
Family Relationship Disclosure	_____	_____
New Emp. Orientation Checklist	_____	_____
Online Ethics Training	_____	_____
Background Check Form	_____	_____
Notification of Secondary Empl.	_____	_____
Copy of Salary Schedule	_____	_____
New Employee Power Point	_____	_____
Health and Safety Manual	_____	_____

If you have questions, please call Jerrie at 256-216-3302 or Suzanne at 256-216-3314.