



**NEW EMPLOYEE CHECKLIST  
HUMAN RESOURCES**

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

	<b>ISSUED</b>	<b>RETURNED</b>
<b>PAYROLL FORMS:</b>		
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	_____	_____
<b>HR FORMS:</b>		
Letter of Appointment	_____	_____
New Emp. Orientation Checklist	_____	_____
Background Check Form	_____	_____
Notification of Secondary Empl.	_____	_____
New Employee Power Point	_____	_____
Health and Safety Manual	_____	_____

**Questions:**  
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