



## New Employee Checklist

*This form is to be completed by the Managing Party. This and all forms indicated below must be submitted to PICS before the employee may begin work.*

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

Managing Party Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

The Managing Party should date and initial each item as it is completed.

- |   | <b>Date</b> | <b>Initial</b> |   |
|---|-------------|----------------|---|
| 1.  | _____       | _____          | W-4 Form  |
| 2.  | _____       | _____          | Employment Agreement  |
| 3.  | _____       | _____          | Background Study Authorization (BSA) form <i>(must be notarized)*</i>                         |
| <b>NOTE: Failure to pass the BSA will result in an ineligibility to continue to work for PICS. You will be notified if the BSA does not pass.</b> |             |                |   |
| 4.  | _____       | _____          | Minnesota New Hire Reporting Form   |
| 5.  | _____       | _____          | I-9 Form <i>(All Sections must be completed and signed by Employee &amp; Managing Party)*</i> |
| 6.  | _____       | _____          | Job application   |
| 7.  | _____       | _____          | Relationship Disclosure Form  |
| 8.  | _____       | _____          | Job & Work Description  |
| 9.  | _____       | _____          | Employee Consent to Release Confidential Information  |
| 10.   | _____       | _____          | Personnel File Notification and Acknowledgement   |
| 11.   | _____       | _____          | Required Training Checklist completed and signed  |
| 12.   | _____       | _____          | Health Privacy (HIPPA) Training Certification Form  |
| 13.   | _____       | _____          | This Employment Checklist   |
| 14.   | _____       | _____          | Direct Deposit (optional – bank document must be included)                                    |

\*Original form must be submitted for BSA & I-9

Email address to be contacted if something is missing from employee packet:

\_\_\_\_\_

I have completed the above steps for \_\_\_\_\_  
(Employee Name)

\_\_\_\_\_  
(Managing Party Signature)

\_\_\_\_\_  
(Date)

Date submitted to PICS: \_\_\_\_\_