



Housekeeper – 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 begins work.

Employee Name: _____

Managing Party Name: _____

Date of Hire: _____

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

- | | Date | Initial | |
|-----|-------------|----------------|--|
| 1. | _____ | _____ | W-4 Form |
| 2. | _____ | _____ | Employment Agreement |
| 3. | _____ | _____ | Background Study Authorization (BSA) form <i>(must be notarized)*</i>
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. |
| 4. | _____ | _____ | Minnesota New Hire Reporting Form |
| 5. | _____ | _____ | I-9 Form <i>(All Sections must be completed and signed by Employee & Managing Party)*</i> |
| 6. | _____ | _____ | Relationship Disclosure Form |
| 7. | _____ | _____ | Employee Consent to Release Confidential Information |
| 8. | _____ | _____ | Personnel File Notification and Acknowledgement* |
| 9. | _____ | _____ | This Employment Checklist |
| 10. | _____ | _____ | Direct Deposit <i>(optional-must be accompanied by bank document)</i> |

*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: _____

***Please note the I-9 and Background Study Authorizations must be the original.**