S&L DISPATCHING

New Hire Completion & Filing Checklist

Confidential employee onboarding | Complete all applicable fields; sign and date before submission.

Employee legal name:

Hiring manager:

Hire date:

Personal information complete (Yes/No):

Emergency contacts complete (Yes/No):

Handbook and policies signed (Yes/No):

Pay agreement signed (Yes/No):

W-4 received in restricted payroll (Yes/No):

I-9 Section 1 and Section 2 completed on time (Yes/No):

Direct deposit optional form received (Yes/No/Declined):

Confidentiality / dispatch authorization signed (Yes/No):

Property / access receipt completed (Yes/No):

Required training completed (Yes/No):

Manager review signature:

Date reviewed: