



## New Employee Onboarding Checklist

### Items you will need:

- Social Security card
- Documents for verification of USCIS Form I-9
  - Most people bring their driver's license and Social Security card.
  - A full list of acceptable documents can be found [here](#).
  - You must bring an actual document. Photos or photocopies of documents are not acceptable.
- A voided check or an official Direct Deposit Form from your bank with routing and account numbers.
  - Deposit slips are not acceptable.
- Original or photocopies of any degrees, certificates or licenses applicable to your position.

### Information you will need:

- Social Security numbers and dates of birth for any spouse and/or dependents who will be added to health, dental or vision coverage.

Questions? Contact us for more information:

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## What to expect:

Once you have accepted an offer of employment, you should be instructed to contact Human Resources (HR) for an appointment to complete the onboarding process. At your scheduled appointment time, you will report to the HR office on the 4<sup>th</sup> floor of the Administration Building. This can take anywhere from thirty (30) to sixty (60) minutes, depending on the position being filled.

During the onboarding process, you will:

- Take a photograph for your employee badge.
- Fill out basic enrollment forms, detailed below.
- Discuss insurance enrollment, if applicable.
- Discuss Virginia Retirement System, if applicable.
- Receive an Employee Handbook, if applicable.

Forms you will complete during the onboarding process:

(This is a general list of forms most employees will complete. Specific forms may vary based on the position being filled)

- New Employee Data Sheet
- Background Consent
- Drug Screening Authorization
- Direct Deposit Authorization
- [Form W-4](#) (Federal Tax Withholding)
- [Form VA-4](#) (State Tax Withholding)
- [Form I-9](#) (Employment Eligibility Verification)
- Technology Acceptable Use Policy
- Enrollment Election Form (Health, Dental, and Vision Insurance Coverage)
- Optional Term Life Insurance

After Onboarding:

- You will complete a required pre-employment drug screening.
  - AmeriStaff: 749 East Church Street, Martinsville, VA 24112
  - You MUST have a current photo identification when you arrive to the drug screening.
- HR will complete your background screening and obtain your driving record, as applicable.
- HR will contact your supervisor to let them know you have completed the onboarding process.
- Your department manager or direct supervisor will contact you with further department-specific instructions for reporting to work.