**New Hire Form Checklist**

All forms must be turned in to Heather Miller before employee starts work (if possible). If someone needs to start working immediately you must send the employees social security, driver’s license, passport and/or resident alien card to Heather Miller so they can be set up on the time system. Please make sure to send this asap so they can start using the system within 1 day of starting work.

Todas las formas deben ser entregadas a Heather Miller antes empleado comienza a trabajar (si es posible). Si alguien necesita empezar a trabajar inmediatamente que debe enviar a los empleados seguridad social, licencia de conducir, pasaporte o tarjeta de extranjero residente a Heather Miller por lo que se pueden configurar en el sistema de tiempo. Por favor asegúrese de enviar esto cuanto antes para que pueden comenzar a utilizar el sistema dentro de 1 día de comenzar a trabajar.

*Required*

 Application for Employment

 Form W-4 (English) or Formulario W-4 (Spanish)

 Employment Eligibility Verification Form I-9

 Employment Acknowledgement Agreement (English) or Reconocimiento Del Acuerdo Sobre Eploeo (Spanish

 Notification and Authorization to Release Criminal Information for Employment Purposes

 Employee Handbook Acknowledgement (English) or Manual Del Empleado Acknoweldgement (Spanish)

 Copy of Driver’s License or ID Card, Passport or Resident Alien Card

 Copy of Social Security Card

*Optional Forms*

 Employee Direct Deposit Authorization