

NEW EMPLOYEE CHECKLIST

EMPLOYEE CHECKLIST

- Application for Employment Form or Resume
- Driver's License (Employer to copy) if Employee will be driving company vehicle (must not be expired)
- Form I-9 (Complete Employee Section 1)
 - Driver's License and Social Security Card (Employer to copy) (must not be expired)
-OR-
 - Passport (Employer to copy) (must not be expired)
(See instructions for more options)
- Form W-4 (Complete and return page 1)
- Employee Handbook (Review and sign and return last page)
- Emergency Contact Information
 - Name: _____
 - Phone: _____
 - Address: _____
 - Relationship: _____

EMPLOYER CHECKLIST

- Confidential Employee Record (Complete and start new file)
- Add to Insurance Policy (auto, as necessary)
- Form I-9 (Complete Employee Section 2 or 3 as applicable)
- State of Colorado Directory of Newhires
(Completed by Employer, go to <https://newhire.state.co.us/> and register the new employee within 20 days of hire date)

Resource Links

<https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

<https://newhire.state.co.us/>

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