

# New Hire Package Checklist

Employee \_\_\_\_\_ Emp.# \_\_\_\_\_

- \_\_\_\_\_ **Employee New Hire Notice**
- \_\_\_\_\_ **Orientation Form**
- \_\_\_\_\_ **Photocopy of picture ID and Social Security card**
- \_\_\_\_\_ **Completed Application**
- \_\_\_\_\_ **I-9 Form (Completed immediately and kept in folder)**
- \_\_\_\_\_ **W-4 Form**
- \_\_\_\_\_ **Uniform Deduction Authorization**
- \_\_\_\_\_ **Disclosure Acknowledgement**
- \_\_\_\_\_ **State Of Texas New Hire Form (send to office)**
- \_\_\_\_\_ **Allocated Tips Form**
- \_\_\_\_\_ **Safety Orientation Sign Off Sheet**
- \_\_\_\_\_ **Public Accommodations Policy**
- \_\_\_\_\_ **Waiver and Arbitration Agreement**
- \_\_\_\_\_ **Receipt of Employee Handbook (the sign portion not handbook)**
- \_\_\_\_\_ **Workplace Harassment Sign Off**
- \_\_\_\_\_ **Direct Deposit Request Form (send to office)**
- \_\_\_\_\_ **Personal Appearance Sheet**
- \_\_\_\_\_ **Job Expectations**
- \_\_\_\_\_ **Payment Card Data**
- \_\_\_\_\_ **New Health Insurance Market Place Coverage Option (given to employee)**
- \_\_\_\_\_ **City Food Handlers Permit Class**

**Orientation Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## NEW HIRE / RE-HIRE

Ace Eateries LLC dba Denny's		EFFECTIVE DATE					
EMPLOYEE I.D.		#					
>>>>>>> <u>PRINT CLEARLY</u> <<<<<<<<<							
NAME:							
ADDRESS:							
CITY:		TX		ZIP		785	
CELL PHONE #				HOME PHONE #			
EMERGENCY CONTACT NAME:							
CELL PHONE #				HOME PHONE #			
SOCIAL SECURITY #				EMAIL ADDRESS			
SEX:            MALE            FEMALE		BIRTHDATE		/       /			
START DATE:							
MARITAL STATUS:		MARRIED			SINGLE		
NUMBER OF DEPENDANTS:							
PAY TYPE:		HOURLY			SALARY		
PAY CYCLE:		BI-WEEKLY			BI-MONTHLY		
EMPLOYEE STATUS:		PART TIME		FULL TIME		LOA	
7255		7584		7787		7824	
7930		900		MAINT.			
DEPARTMENT		COOK	SERVER	S/A	HOST	SUPERVISOR	MANGEMENT
		4	5	6	3	2	
TRAINING WAGE:				AFTER TRAINING WAGE:			
COOKS ONLY							
3 MONTHS WAGE:				6 MONTHS WAGE:			
MANAGER SIGNITURE:						DATE:	