EMPLOYEE ONBOARDING CHECKLIST

Elevate Staffing Solution LLC | Internal / Employee Onboarding Control

Employment & Identity

- ☐ Employee application / profile completed
- ☐ Offer or assignment information provided
- ☐ Form W-4 completed
- ☐ Form I-9 completed within required timeframe
- ☐ Identity/work-authorization documents reviewed as required

Payroll

- ☐ Direct Deposit Authorization completed (if elected)
- ☐ Payroll profile established
- ☐ Pay rate and pay frequency confirmed
- ☐ Timekeeping / timesheet instructions provided

Policies & Assignment

- ☐ Attendance and call-out procedure reviewed
- ☐ Worksite reporting instructions provided
- ☐ Safety / PPE requirements reviewed where applicable
- ☐ Client-specific rules communicated
- ☐ Emergency contact information collected

Final Review

- ☐ Required acknowledgments completed
- ☐ Employee contact information verified
- ☐ First-day date/time confirmed
- ☐ Onboarding file reviewed for completeness

Employee Name: _____ Start Date: _____ Client/Assignment: _____

Reviewed By: _____ Date: _____

This checklist is an administrative control and does not replace required government forms, notices, training, or client-specific documentation.