

HURST STORES

NEW HIRE PACKET CHECKLIST

Employee Name: _____ Hire Date: _____

To be Completed by Manager:

- Payroll Change Notice
- Form I-9, Section 2 (*Review and verification of documents for work eligibility must be completed by client designee with 3 business days of employee's first day of employment. Do not send copies of identification to HR.*)

To be Completed by Employee:

- New Employee Data Form
- Employment Agreement
- Form W-4
- Form I-9, Section 1 (*Employee must complete no later than the first day of employment.*)
- Direct Deposit Authorization
- Drug Policy Consent Form
- Acknowledgement of Employee Handbook
- Employee Acknowledgement of Workers' Compensation Network
- Wage Deduction Authorization Agreement
- Anti-Harassment & Non-Discrimination Policy
- Internet & Email Acceptable Use Policy
- Conceal Carry Policy

Employee Received and Retained:

- Employee Handbook Summary
- Store organization chart and contact information
- Payroll calendar
- Company contact list
- Copies of signed paperwork

Submission Instructions

**Please Complete and Return this
To Human Resources**

Via email at panderson@hurststores.com

Or via fax: 435-628-3380

Must be submitted 5 days prior to 1st Payroll