

New Employee Checklist

Welcome! Please complete all the forms on the list below including this checklist. Send originals to Peaceful Living Fiscal Agency, **before** the employee begins work. The Employee may not begin work until all forms are completed, and are received and approved by Peaceful Living Fiscal Agency Services.

Forms Required for all new Employees

The Participant should date and initial each item as it is completed. The Participant should keep a copy of each document and send the originals to Peaceful Living Fiscal Agency:

Date	Initial	
1. _____	_____	New Employee Checklist (this form)
2. _____	_____	Application for Employment
3. _____	_____	Employee Job Description
4. _____	_____	Background Information Disclosure (BID)
5. _____	_____	Employee Status Change Form
6. _____	_____	Form I-9, Employment Eligibility Verification
7. _____	_____	Provide copies of Documentation (Driver License and Social Security Card and/or Birth Certificate)
8. _____	_____	Instructions for Completing Form I-9
9. _____	_____	Form W-4 (2013) <ul style="list-style-type: none">▪ Note: if an employee want to withhold differently at the state level, please contact us.
10. _____	_____	Form W-4 <i>Example</i>
11. _____	_____	Authorization Agreement for Direct Deposit
12. _____	_____	Rapid! Pay Card (optional in lieu of Direct Deposit)
13. _____	_____	Mileage Documentation Form
14. _____	_____	Time Card
15. _____	_____	Time Sheet and Employee Reimbursement Schedule
16. _____	_____	New Employee Set-up Form

I have reviewed and verified the above forms for completeness and all forms are readable. As the Member and/or Participant, I understand that an applicant cannot be scheduled for work until all employment paperwork is approved, background checks are complete, and I have been notified by Peaceful Living, LLC that the Employee is approved to begin work. As the Employee, I understand that I cannot begin work until I receive an "Okay to Work" authorization letter from Peaceful Living, LLC.

Member or Participant Signature

Date

Employee Signature

Date



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