



New Employee Checklist

Manager should make sure that the employee completes the following forms prior to sending them to see Human Resources:

- Employee Application
- Confidentiality Agreement
- W-4 Form
- Direct Deposit Form
- Payroll Deduction Form
- Florida New Hire Form
- I-9 Form (Employee completes section1 & presents I.D. (s) to Human Resources)
- Jaxport Decal Application
- Jaxport Badge Application
- Employee Handbook Receipt

Manager should complete the following forms prior to sending the employee to see Human Resources:

- Payroll Action Form
- Check Request For Badge Application
- Job Description

Human Resources should complete the following forms/actions:

- I-9 Form
- Fax Florida New Hire Form
- review all documents for completeness

♪ **All forms must be completed within the first day of employment** ♪