



EMPLOYMENT ONBOARDING CHECKLIST

Please use this checklist to ensure that you have completed all of your onboarding paperwork. If a form is to be returned to ZaneNet, please email your completed forms to: accounting@zanenetworks.com.

	PLEASE FILL OUT & RETURN	FOR INFORMATION	TO USE IF APPLICABLE
HR Documents/Forms			
1. Employment Application *	Yes		
2. Non-Compete Agreement *	Yes		
3. Pinkerton form *	Yes		
4. I-9 Form *	Yes		
5. Handbook receipt acknowledgement form *	Yes		
6. Employee Handbook **		Yes	
Payroll/Tax Forms			
1. Authorization for Direct Deposit *	Yes		
2. W-4 *	Yes		
3. State/District Tax forms (according to where you live)	Yes		
Employee Forms:			
1. Leave Request Form **			Yes
2. Employee Travel/Expense Reimbursement Form **			Yes
3. Travel Request Form **			Yes
Benefit Information			
1. Information Booklet for SunLife Insurance **		Yes	
2. The Beneficiary form for SunLife Life Insurance *	Yes		
3. ZaneNet Health Insurance Form	Yes		
4. DC Health Link New Employees		Yes	
5. Intro to John Hancock 401k **		Yes	
6. Optional 401K Program*	Yes		
7. Guardian Vision-Dental Insurance	Yes		
8. SmartBenefits	Yes		

Name: _____ Date: _____

Signature: _____