PART-TIME EMPLOYEE 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: atillman@zanenetworks.com.

	Please fill out and return	For information	To use if applicable
HR DOCUMENTS/FORMS			
Employment Application	_____ YES		
Background Check Application	_____ YES		
1-9 Form	_____ YES		
Handbook Receipt/Acknowledgement Form	_____ YES		
Employee Website Bio Form	_____ YES		
Employee Handbook		_____ YES	
Remote Work Policy	_____ YES		
New User Form	_____ YES		
HIPAA Form	_____ YES		
PAYROLL/TAX FORMS			
Authorization for Direct Deposit	_____ YES		
W-4	_____ YES		
State/District Tax Forms (According to where you reside)	_____ YES		
EMPLOYEE FORMS			
Employee Travel/Expense Reimbursement Form			_____ YES
Paid Family Medical Leave Form			_____ YES
Travel Request Form			_____ YES
BENEFIT INFORMATION			
Intro to John Hancock 401K		_____ YES	
Optional 401K Form	_____ YES		
SmartBenefit			_____ YES

NAME: _____ **DATE:** _____

SIGNATURE: _____