



EMPLOYMENT ONBOARDING CHECKLIST INTERNS & PART-TIME EMPLOYEES

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		
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		

Name: _____ Date: _____

Signature: _____