



Applying innovation so organizations can better help all people
enjoy the highest attainable quality of life and optimal health

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: 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			
Information Booklet for SunLife Insurance		____ YES	
Beneficiary Form for SunLife Insurance	____ YES		
ZaneNet Health Insurance Form	____ YES		
DC Health Link – New Employees		____ YES	
Intro to John Hancock 401K		____ YES	
Optional 401K Form	____ YES		
Guardian Vision-Dental Insurance	____ YES		
SmartBenefit			____ YES

NAME: _____ DATE: _____

SIGNATURE: _____