



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 & RETURN	FOR INFORMATION	TO USE IF APPLICABLE
HR Documents/Forms			
1. Employment Application	___ Yes		
2. Non-Compete Agreement	___ Yes		
3. Background Check Form	___ Yes		
4. I-9 Form	___ Yes		
5. Handbook receipt acknowledgement form	___ Yes		
5. Employee Website Bio 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
4. Paid Family Medical Leave 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: _____