

New Hire Checklist

Employee Name

Position Title

Employee Address

Village Email

Employee Home Phone Number

Hire Date

Employee Cell Phone Number

Emergency Contact

Employee Personal Email

Emergency Contact Phone Number

Personnel File Items: These items are to be supplied or provided prior to or upon hire

- ☼ Employment Application / Resume
- ☼ Confirmation of Job Offer
- ☼ Confirmation of Job Acceptance
- ☼ I-9 Employment Eligibility
- ☼ W-4 Federal Withholding
- ☼ WT-4 State Withholding
- ☼ Copy of Identification Forms i.e. Driver's License, Social Security Card, Passport, Etc.
- ☼ Direct Deposit Information (if applicable)
- ☼ WRS Wisconsin Retirement System Enrollment Forms (if applicable)
- ☼ Notary Public Certification (if applicable)
- ☼ CNA Surety Application and Official Bond (if applicable)

Other Forms to be Maintained by Clerk Upon Hire:

- ☼ Oath of Office

Communication:

- ☼ Report new hire to Insurance Broker (Ansay and Associates)
- ☼ Clerk to perform Background Check prior to hire
- ☼ WT-4 to be faxed to Department of Workforce Development New Hire Reporting @1-800-277-8075
- ☼ Contact the IT Department at the county for village issued email address and Network access
- ☼ Acquaint new employee with work area and location of items
- ☼ Acquaint employee with Public Records Law
- ☼ Acquaint new employee with personnel and give synopsis of what they each do
- ☼ Discuss scheduling, hours, and payroll policies with new employee
- ☼ Acquaint new employee with computer system and accessibility

Provide for Employee Upon Hire: only if applicable as it pertains to the position

- ☼ Village of Belgium Contacts
- ☼ Committees of the Village Board and Appointments
- ☼ List of Village Property Addresses and Phone Numbers
- ☼ Business Directory
- ☼ Village Map and Street Names
- ☼ Keys or Access Code
- ☼ Nameplate
- ☼ Protective Equipment
- ☼ Village Cell Phone
- ☼ List of current benefits available and corresponding forms - provided by Werner and Associates
- ☼ Timecard
- ☼ Business Cards
- ☼ Uniforms
- ☼ Mailbox space
- ☼ Handbook - Employee must read, sign last page, and return signed document to clerk
- ☼ Position Description