Hourly employee onboarding checklist

For restaurants, retail stores, warehouses, clinics and field crews. Complete in the first week.

Employee name: _____

Position: _____

Location: _____

Start date: _____

Hourly rate: _____

Manager: _____

Pay and time

☐ Pay rate, payday and pay period explained ☐ Overtime rule explained (over 40 hours a week, plus any state rule) ☐ Clock in and out shown, including on the phone app or kiosk ☐ Meal and rest break rules for this state explained ☐ How to fix a missed punch ☐ Tip policy and tip pool explained (tipped jobs)

Schedule

☐ How and when schedules are posted ☐ How to request time off ☐ How to swap or drop a shift ☐ Call-out rule (who to contact and how early)

Job and safety

☐ Uniform and dress code ☐ Safety training for this job ☐ Food handler or other card (where required) ☐ Equipment training (POS, scanner, forklift awareness, etc.) ☐ Where to report an injury or concern

People

☐ Met the team and shift leads ☐ Buddy assigned for first five shifts ☐ Knows who to ask for help

_____ _____

Employee signature Date

_____ _____

Manager signature Date

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