New hire onboarding checklist

Employee: _____ Start date: _____ Manager: _____

Phase	Task	Owner	Due date	Done	Notes
Before day 1	Send signed offer letter and start-date details	Hiring manager		☐	
Before day 1	Send W-4, state withholding and direct deposit forms	HR / payroll		☐	
Before day 1	Invite to complete I-9 Section 1 (no earlier than offer acceptance)	HR		☐	
Before day 1	Add to schedule and time clock; create app login	Manager		☐	
Before day 1	Order uniform, keys, badge or equipment	Manager		☐	
Before day 1	Assign a buddy or trainer	Manager		☐	
Day 1	Welcome, tour, introductions	Manager		☐	
Day 1	Employee completes I-9 Section 1 (if not done)	Employee		☐	
Day 1	Review handbook; collect signed acknowledgment	HR		☐	
Day 1	Show how to clock in and out, breaks and call-out rules	Manager		☐	
Day 1	Safety training required for the job	Trainer		☐	
Week 1	Employer completes I-9 Section 2 (within 3 business days of start)	HR		☐	
Week 1	Job training on core tasks	Trainer		☐	
Week 1	First check-in: questions, schedule, pay date	Manager		☐	
Week 1	Confirm first paycheck and pay stub access	Payroll		☐	
Week 3	Report new hire to the state (federal limit 20 days; many states are shorter)	HR / payroll		☐	
Day 30	30-day check-in	Manager		☐	
Day 60	60-day check-in; benefits enrollment confirmed	Manager / HR		☐	
Day 90	90-day review	Manager		☐	

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