# Onboarding tracker

I-9 Section 2 due within 3 business days of start. State new hire report within 20 days of hire (sooner in many states).

| Employee | Position | Start date | W-4 | I-9 Sec. 1 | I-9 Sec. 2 due | I-9 Sec. 2 done | State report due | Report filed | Handbook | 90-day review |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |