Remote employee onboarding checklist

Employee name: _____

Job title: _____

Home state (for payroll tax): _____

Start date: _____

Manager: _____

Before day 1

☐ Laptop and accessories shipped with tracking ☐ Accounts created (email, chat, apps) ☐ I-9 plan confirmed: authorized representative or the DHS alternative procedure (E-Verify employers only) ☐ Payroll set up for the employee's work state ☐ Welcome email with day 1 agenda

Day 1

☐ Video welcome with manager ☐ IT setup call and security training ☐ Team introduction call ☐ Working hours, time tracking and response time expectations ☐ Handbook and remote work policy acknowledged

Weeks 1 to 4

☐ Daily 15-minute check-in for week 1 ☐ Buddy calls twice a week ☐ First project assigned ☐ Home office reimbursement rules explained (if any) ☐ 30-day check-in scheduled

Equipment serial numbers: _____

_____ _____

Employee signature Date

_____ _____

Manager signature Date

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