Employee Onboarding Paperwork Checklist for HR

An **employee onboarding paperwork checklist** is essential for HR to ensure a smooth and organized hiring process. It helps track all necessary documents, such as tax forms, contracts, and policy acknowledgments. Efficient management of onboarding paperwork improves compliance and enhances the new hire experience.

Checklist

- Offer letter signed by employee
- Employment contract
- W-4 (or relevant tax form)
- I-9 Employment Eligibility Verification
- Direct deposit authorization form
- Employee handbook acknowledgment
- Confidentiality agreement (if applicable)
- Benefits enrollment forms
- Emergency contact information
- Company policies acknowledgment
- Non-compete/Non-disclosure agreements

Best Practices

- Organize all forms in an onboarding packet
- Send digital paperwork when possible to streamline process
- Verify completion and signatures before employee's first day
- Maintain secure records for compliance
- Follow up with new hires for any missing documents