

# New Hire Check List

## New Employee \_\_\_\_\_

- ✓ **PAF** – This form needs to be filled out as soon as you know you are hiring and have all the information for the form. Please print the form and submit to headquarters.  
REMINDER – Karrie Stewart will not set up anything for your new employee until she gets a copy of the PAF.
- ✓ **W-4** – Employee to fill out the first page
- ✓ **Employee Direct Deposit Form** – Please include a cancelled check if possible
- ✓ **Confidentiality Agreement** – Fill in the date and their name on the first page. Have the employee sign and you as the manager sign under Morris Murdock Travel.
- ✓ **Employee Eligibility Verification** – Have the employee fill out section 1. You as the manager fill out section 2. Make sure to copy the 2 forms of verification.
- ✓ **IATA Form** – Have the employee fill out and you as a manager keep this form and send in and pay the cost.
- ✓ **Internet Policy Form** – Have the employee sign and also give them a copy to keep.
- ✓ **Employee Handbook** – Let the employee know that the Employee Handbook is on Homeport and they are expected to read it. You as a manager may want to point out some important things they should know.
- ✓ **Morris Murdock Travel Policy on Credit Cards.** (Leisure Agents Only) Please have employee read and sign this form.
- ✓ **Give a new hire packet to employee.** This packet contains all information regarding insurance, Cafeteria plan, 401k plan, and other benefits. Have employee contact Debbe Bartow to set up a time to review this information.

**Please send all paperwork to Debbe Bartow at the main office.**