



New Employee Form Checklist

These forms are required to process a newly hired employee. Please include ALL required forms to ensure timely processing within 3 business days of start date (strict Federal regulations are applicable) All documents are available on the Employee Gateway, My Career Tab in the Direct Hire Section.

I9 Form

Overtime Agreement (unless exempt)

Personal Information Sheet

Photo copy of ID documents

Photo copy of SS Card

Request for Personnel Action

W4

OPTIONAL – If Applicable only

BCI Authorization – if applicable

IN / TL Agreement – if applicable

State of Ineligibility – if applicable
