NEW HIRE TASK LIST FOR MANAGERS

- ❑ Complete the Criminal History Record Check
- ❑ Complete Drivers Record check
- ❑ Ensure the employee has been written in on the Application Log
- ❑ Ensure Employee is sent to Concentra or Authorized Center for Physical/TB test/Drug Screen
- ❑ Complete OIG check (Office of Inspector General)
- ❑ Check nursing registry if applicable
- ❑ Complete rights check
- ❑ Ensure all THREE references are completed prior to filing personnel file
- ❑ If employee is a Manager or Administrative staff, request email, website and TC access by emailing Chief IT Officer
- ❑ Provide the employee with a copy of the Job Description, Code of Ethics, Corporate Compliance Plan, Deficit Reduction Act Packet and the current Employee Handbook
- ❑ Mail the original Direct Deposit form and voided check to Safeguard
- ❑ If employee chose to receive Hep B Vaccines send to Concentra or Authorized Center for vaccines. File records of all three vaccines in the medical file section one
- ❑ Complete I-9 form, view the original documents and record on the I-9 in the employer section. File in the I-9 Binder
- ❑ Fax a copy of the Payroll Change Notice to SAS 810-225-8383
- ❑ Fax a copy of the PIF form to SAS 810-225-8383
- ❑ Fax a copy of the Federal and Michgan Tax forms to SAS 810-225-8383
- ❑ Complete Non-Driver form, if applicable
- ❑ If transporting persons served in personal vehicle; complete a vehicle inspection, copy drivers license, registration and insurance; place a copy in section 5 of the personnel file and a copy in the program binder
- ❑ Provide a Timesheet to the Employee
- ❑ Provide a Mileage Log to the Employee (if applicable)
- ❑ Copy High School Diploma/GED Certificate and place in section six of the personnel file
- ❑ Copy professional licenses/memberships
- ❑ Review the insurance packet with the Employee and inform he/she of their eligibility date; once completed mail original forms to Chief Administrative Support Specialist
- ❑ Complete program orientation including agency required training
- ❑ Schedule required trainings
- ❑ Add employee's name to Monthly New Hire Report
- ❑ Ensure the Voluntary Self Identification Form has been separated from the Application and filed in a separate Binder.
- ❑ Schedule Meeting with Safeguard (Management/Office Staff)
- ❑ Schedule Meeting with Human Resources (Management/Office Staff)
- ❑ Schedule Meeting with Chief Compliance Officer or Compliance Coordinator (Manager/Office Staff)