

Rehire Paperwork Checklist

- Employee Information Sheet
- Confidentiality Agreement
- I-9*
- W-4*
- Offer Letter
- Job Description
- Form 2810.5 for non-exempt employees*
- Payroll Calendar*
- Direct Deposit Form
- Victims of Domestic Violence Leave Notice*
- Medical Insurance Form
- Initial COBRA Notice
- Notice of Coverage Form
- Company Property Receipt
- Sexual Harassment Prevention Policy*
- Designation Form for SF/East Bay Sick Leave*
- Workers' Compensation Time of Hire Form*
- Sexual Harassment Pamphlet*
- California Disability Insurance Pamphlet*
- California Paid Family Leave Pamphlet*
- Unemployment (For Your Benefit) Pamphlet*
- Employee Handbook

All of these items were given to me upon hire. Any item I checked off above has been reissued to me and I've had the opportunity to ask questions.

Print Name

Signature

Date