

FTNTTFac APPOINTMENT CHECKLIST

| Dept. Check | Items to Include | HR use only |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Personnel Requisition Form | <input type="checkbox"/> |
| <input type="checkbox"/> | Employment Application | <input type="checkbox"/> |
| <input type="checkbox"/> | Employee Withholding Allowance Certificate (W-4) | <input type="checkbox"/> |
| <input type="checkbox"/> | Payroll Direct Deposit Authorization | <input type="checkbox"/> |
| <input type="checkbox"/> | Employment Eligibility Verification (I-9) w/supporting documents | <input type="checkbox"/> |
| <input type="checkbox"/> | Citizenship/Visa information (NON US Citizens ONLY) | <input type="checkbox"/> |
| <input type="checkbox"/> | Acknowledgement of Receipt of Policies (Substance Abuse and Sexual Harassment) | <input type="checkbox"/> |
| <input type="checkbox"/> | Demographic Form | <input type="checkbox"/> |
| <input type="checkbox"/> | Lease/Loan Agreement Form | <input type="checkbox"/> |
| <input type="checkbox"/> | Affirmative Action Form | <input type="checkbox"/> |
| <input type="checkbox"/> | Agreement for Appointment | <input type="checkbox"/> |
| <input type="checkbox"/> | Eaglelinks Account Application | <input type="checkbox"/> |
| <input type="checkbox"/> | Network Account Request Form | <input type="checkbox"/> |