

ONBOARDING CHECKLIST

Employee Requirement Verification

Document ID: HR-ONB-2024
Revision: 1.2

Employee Name: _____
Department: _____
Start Date: _____
Manager: _____

STATUS	REQUIREMENT DESCRIPTION	DEADLINE	INITIALS
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Legal & Administrative

	Signed Employment Agreement / Contract	Day 1	
	Tax Documentation & Identity Verification (I-9/W-4)	Day 1	
	Direct Deposit & Payroll Authorization	Day 3	

Systems & Access

	Hardware Setup (Laptop, Phone, Peripherals)	Day 1	
	Corporate Email & Single Sign-On Activation	Day 1	
	VPN & Security Protocol Clearance	Day 2	

Compliance & Training

	General Safety & Emergency Procedures	Day 1	
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STATUS	REQUIREMENT DESCRIPTION	DEADLINE	INITIALS
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	Data Privacy & GDPR Awareness Training	Week 1	
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	Code of Conduct Acknowledgment	Week 1	
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Employee Signature: _____

Date: _____