

Employee name: \_\_\_\_\_

Date of hire: \_\_\_\_\_

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

- Personnel file created.
- Confidential medical file created.
- Reference checks completed and filed.
- Background check results received and reviewed.
- Drug test received and reviewed.
- Personnel email created. Dirk's Group Help Desk [help@dirksgroup.com](mailto:help@dirksgroup.com)
- I-9 documents reviewed & completed.
- Employee Acknowledgment Form.
- Employee handbook received & acknowledgement form.
- Department of Treasury W-4 completed.
- State of Wisconsin WT-4 completed.
- New Hire Reporting/State of Wisconsin [Home - Wisconsin New Hire Reporting Center \(wi- newhire.com\)](#)
- Direct Deposit Authorization Form completed.
- Employee Emergency Contact Form completed.
- Employee information entered in payroll systems.
- Personnel credit card form completed. Policy issued FIN-001.
- Welcome Gifts.
- Business Cards Issued.
- Company Cell Phone Issued & Policy FIN-002.
- Staff Profile Brochures Issued.

**Received from Employee:**

- Application form.
- Authorizations for background check, physical & drug screen.
- Offer letter.
- Key/security policies acknowledgement.

**Benefit enrollment forms.**

- ✓ Advantage Group Supplemental Insurance (Voluntary)  
(Contact Josh Mulder 715-944-6604 or 1-844-441-5372)
  - Critical Illness
  - Accident Expense
  - Short-Term Disability
  - Hospital Indemnity
  - TransAmerica Life Insurance (Whole Life)
- ✓ TeamCare (Health, Pharmacy, Vision, Dental)
  - TeamCare Contact Flyer
  - TeamCare Welcome Brochure
  - Life Insurance Beneficiary Form
  - Plan Benefit Profile
  - Summary Benefits Coverage
- ✓ Employee Trust Funds (State of Wisconsin)
  - Life Insurance 101
  - Income Continuation Insurance
  - Beneficiary Designation Form
  - Clerk Enter Employee into ETF Enrollment System (if applicable) Form P060
- ✓ Wisconsin Deferred Compensation Program (Voluntary)  
(Contact Shawn Bresnahan 715-210-1474 or 1-608-241-6604)
  - WDC Program Start
  - Investment Options
  - Program Benefits
  - WDC Enrollment Form
  - WDC Mobile App Download Instructions

✓ Ascension Employee Assistance Program 1-800-540-3758

Covers spouse and qualified dependent children

Mental Health Crisis

Grief Support

Substance Abuse

Unplanned event or crisis, etc.

→Covers 8 sessions per issue

✓ Affordable Care Act Notice

The Affordable Care Act (ACA) requires employers to notify all workers, regardless of their benefits eligibility status, about the availability of the Health Insurance Marketplaces. All employers, with limited exceptions, are required to distribute the notice to new employees within 14 days of hire.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_