

Car Wash Enterprises, Inc

New Hire Packet Summary (Paper Version)

Employee's Name: _____ Location: _____ Date: _____

Follow the procedure for sending electronic files, using the proper naming convention. Do not email personal information.

The most important information to send on the first day of employment is the I9 Form, W4 and the PER. This information will get the employee setup in the payroll system and E-Verify. You will receive an email from the payroll department with a position identification number.

**Send all forms to the office
Print forms from the Intranet**

- | Supervisor | Employee |
|------------|---|
| _____ | _____ New Hire Packet Summary (mailed to office) |
| _____ | _____ Personnel Employment Record (mailed to office) |
| _____ | _____ I-9 Form (mailed to office) |
| _____ | _____ W-4 Form (mailed to office) |
| _____ | _____ EEO – Self Identification Form (mailed to the office) |
| _____ | _____ Employee Handbook (given to and read by employee, acknowledgment form mailed to office) |
| _____ | _____ Arbitration Agreement (supervisor and employee sign both copies, and mail to office) |
| _____ | _____ Uniform Policy (mailed to the office) |
| _____ | _____ Parent/School Authorization Form for minors (mailed to office) |
| _____ | _____ Employee Training Guide (use during training and then send to the office) |
| _____ | _____ Safety and Hazard Communication (mailed to office) |
| _____ | _____ Anti Harassment Training (mailed to office) |
| _____ | _____ Employee Recording Use Policy and Release (mailed to the office) |
| _____ | _____ Technology Usage Policy (mailed to office) |
| _____ | _____ Alcohol and Drug Memo 12/5/12 (mailed to the office) |
| _____ | _____ Hearing Conservation Program (mailed to office) |
| _____ | _____ Workplace Violence Training (mailed to office) |
| _____ | _____ Restricted Sales Acknowledgment (mailed to office) |
| _____ | _____ Heat Related Illness Training (mailed to office) |
| _____ | _____ Biometric Information Consent Form (mailed to the office) |
| _____ | _____ Affordable Care Act Letter (given to employee) |

Orientation

- | | |
|-------|--|
| _____ | _____ Explain overall company management structure. Include a brief history of the company |
| _____ | _____ Explain employees' individual contribution to the location and company objectives |
| _____ | _____ Honesty and attentiveness |
| _____ | _____ Salary increase practices and procedures |
| _____ | _____ Hours of work, schedule, time clock and time card |
| _____ | _____ Rest Break and Meal Period – Lunch Punch procedure |
| _____ | _____ Restroom, designated smoking and break areas |
| _____ | _____ Telephone use |
| _____ | _____ Paydays and crew meetings |
| _____ | _____ Performance of duties |
| _____ | _____ Attendance and punctuality |
| _____ | _____ Behavior |
| _____ | _____ Additional company policies |
| _____ | _____ Introduce to other employees |
| _____ | _____ Familiarize the employee with the workplace |
| _____ | _____ Explain and review job description |
| _____ | _____ Issue nametag and jackets |
| _____ | _____ Begin on the job training |

Date _____ Supervisor _____ Employee _____
(Signature) (Signature)