



Onboarding Checklist

Date of Hire:

Employee Name:

Job Title:

<u>Human Resources</u>		
*Required to be filled out and returned.		
✓	<u>Documents</u>	<u>Office Use Only</u>
	MLI Employee Application	
	MLI Safety Orientation Guide	
	MLI Screening Release Authorization	
	MLI Term 10 Drug and Alcohol	
	MRV Release Consent Form	
	H&S Direct Deposit Agreement	
	Form W-9 Request for Taxpayer Identification Number and Certification 2018 (<i>*1099 Contractor Use Only</i>) *	
	Form W-4 Employee's Withholding Certificate 2021 *	
	Form I-9 Employment Eligibility Verification 2019 *	
	<ul style="list-style-type: none"> • Form I-9 Provide Acceptable Documents (pg. 3) * 	
	DISA Drug Screening Application	
<u>Administration Procedures</u>		
	<ul style="list-style-type: none"> • MLI Employee Handbook 	<ul style="list-style-type: none"> • MLI COVID-19 Prevention Plan
<u>General Information</u>		
	<ul style="list-style-type: none"> • Paylocity Self-Register a New User • Paylocity Mobile Application 	<ul style="list-style-type: none"> • MLI Pay Schedule

***Forms W-9, W-4 and I-9 must be printed, filled out and emailed to andrea@mainlogging.net.**