New Hire / Employee File Paperwork - Checklist

PSP Store #: _____

Employee Name: _____

Employee ID Number: 01489

Document Name	Frequency	Scan to WSS	Scan to GW
New Hire Packet	At Hire		
Team Member Shirt Order	At Hire		
PSP Long Application	At Hire		
PSP Short Application	At Hire		
Skills Test	At Hire		
Employee Handbook Acknowledgement Page	At Hire		
Drug Policy Acknowledgement Page	At Hire		
Indiana Intention to Employ Minor	At Hire		
Parent Permission Form	At Hire		
Cashier Procedures	When Complete		
Cashier Training Checklist	When Complete		
Check Acceptance Procedure	When Complete		
Coupon Policy	When Complete		
Stocker Procedures	When Complete		
Stocker Training Checklist	When Complete		
Dog Wash Procedure	When Complete		
Cleaning Register Computer Equipment	When Complete		
Employee Documentation Sheet	As Needed		
Payroll Change Notice	As Needed		
Payroll Deduction Authorization Form	As Needed		
Notice of Decifiency	As Needed		
No Call No Show Form	As Needed		
Payroll Termination Form	At Termination		