

## Rehire Paperwork Checklist

- Employee Information Sheet
- Confidentiality Agreement
- I-9\*
- W-4\*
- Offer Letter
- Job Description
- Form 2810.5 for non-exempt employees\*
- Payroll Calendar\*
- Direct Deposit Form
- Victims of Domestic Violence Leave Notice\*
- Medical Insurance Form
- Initial COBRA Notice
- Notice of Coverage Form
- Company Property Receipt
- Sexual Harassment Prevention Policy\*
- Designation Form for SF/East Bay Sick Leave\*
- Workers' Compensation Time of Hire Form\*
- Sexual Harassment Pamphlet\*
- California Disability Insurance Pamphlet\*
- California Paid Family Leave Pamphlet\*
- Unemployment (For Your Benefit) Pamphlet\*
- Employee Handbook

All of these items were given to me upon hire. Any item I checked off above has been reissued to me and I've had the opportunity to ask questions.

---

Print Name

---

Signature

---

Date