



New Employee Checklist

Employee Name: _____ Hire Date: _____

To be completed immediately (prior to first day of training) :

- Make an appointment and get fingerprints taken
- Complete and submit all enrollment paperwork
 - Employee Handbook (signed)
 - Emergency Contact Form
 - Direct Deposit Form AND proof of banking information
(voided check, bank letter, or online banking screenshot showing routing and account numbers)
 - W-4
 - I-9 Form & supporting documents
 - Copy of Driver's License and Social Security Card
- Register for MOPD account (will receive an email)
 - Apply for Membership on MOPD account

To be completed in 30 days: (by _____)

- Trainings through MOPD website:
 - ABCs of Safe Sleep
- Physical Form (completed and signed by physician)
- TB Risk Assessment (completed and signed by physician)
- Create account in Payroll Relief Employee Portal
(will receive a time sensitive email after paperwork has been submitted)

To be completed in 90 days: (by _____)

- Trainings through MOPD website:
 - Missouri Milestones Matter
 - Caring for Vulnerable Children
 - CCDF Health & Safety Training
- CPR/First Aid class
 - Upload card into MOPD system
- Conscious Discipline training online

***** Completing all required onboarding items and maintaining required licensing documentation and training is a condition of employment.*****