

**WELCOME & STRUCTURE**

- Organization history, mission, and structure
- Introduction to employees and tour facility
- Information on email, intranet, security, and equipment
- Overview of training programs
- Work schedules, breaks, and lunch program
- Who to call in the event of an emergency or absence from work
- Who to go to with problems, questions, or other issues

**DOCUMENTS**

To Keep	To Return
<input type="checkbox"/> ASPCA Employee Handbook	<input type="checkbox"/> Offer Letter Signed
<input type="checkbox"/> iPay Self Registration	<input type="checkbox"/> Employee Data Sheet (Emergency Contacts)
<input type="checkbox"/> ADP iPay Instructions	<input type="checkbox"/> W-4
<input type="checkbox"/> Payroll Schedule	<input type="checkbox"/> NC-4EZ (NC State Tax Form)
<input type="checkbox"/> ASPCA Health Exchange Notice	<input type="checkbox"/> Direct Deposit Form
<input type="checkbox"/> Benefits info	<input type="checkbox"/> EEO – Self Identification Form
<input type="checkbox"/> Intranet/Ops Manual access	<input type="checkbox"/> I-9 (Work Authorization) / E-verify
<input type="checkbox"/> Building alarm code	<input type="checkbox"/> Handbook Acknowledgement Form
	<input type="checkbox"/> Social Media Policy Acknowledgement Form
	<input type="checkbox"/> HireRight Background Screening Disclosure & Release
	<input type="checkbox"/> Employment application/resume (if available)
	<input type="checkbox"/> Copy of ID for I-9 form
	<input type="checkbox"/> Copy of licenses (DVM, RVT, priv license)

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_