



# EAC

## Employment Action Checklist

New Life Community Church  
 990 James Way  
 Pismo Beach CA 93449  
 805-489-3254

**New Employee Name**

**Department:**

**Date of Hire:**

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### PRE-EMPLOYMENT DOCUMENTS

Completed	No	Item	Notes
<input type="checkbox"/>	1	Offer of Employment Letter	
<input type="checkbox"/>	2	Job Description	
<input type="checkbox"/>	3	Resume-Application	
<input type="checkbox"/>	4	Verification of References	

### EMPLOYMENT DOCUMENTS

Completed	No	Item	Notes
<input type="checkbox"/>	5	Salary Summary Sheet	
<input type="checkbox"/>	6	W-4	
<input type="checkbox"/>	7	Eligibility Verification (I-9)	
<input type="checkbox"/>	8	Signed Personnel Manual Acknowledgment	15+ hours
<input type="checkbox"/>	9	Insurance Papers	30+ hours
<input type="checkbox"/>	10	Notice to EED of Hire	
<input type="checkbox"/>	11	Direct Deposit Authorization Form	
<input type="checkbox"/>	12	Copy of Driver's License	Verified by Business office
<input type="checkbox"/>	13	Copy of Social Security Card	Verified by Business office
<input type="checkbox"/>	14	Email Address for Check Stub	
<input type="checkbox"/>	15	Personnel Action Form (PAF)	
<input type="checkbox"/>	16	Background Investigation Consent	
<input type="checkbox"/>	17	Live Scan Background Check	
<input type="checkbox"/>	18	Protect My Ministry clearance	
<input type="checkbox"/>	19	Work Permit	Age 17 and under
<input type="checkbox"/>	20	In Case of Emergency Sheet	
<input type="checkbox"/>	21	Pre-designation of Physician	