

| New Employee Checklist | | Employee Name (First, Full Middle, Last): | |
|--|-----------------------------------|---|---|
| IVCVV | Employee checklist | Position Applied For: | |
| | | Working State: | |
| | | Start Date: | |
| Employee To Do List | | | |
| Complete New Hire Paperwork (be sure to sign and date each form) Complete New Employee Checklist (check off each completed item and return with paperwork) Send all completed paperwork to Sygneticsw Human Resources (HR). To expedite processing, first send paperwork to HR by FAX, then mail the ink signed originals to: Sygnetics, Inc., 691 N. Squirrel Rd., Suite 110, Auburn Hills, MI 48326 Read and review Employee Handbook (Policies and Procedures Manual). Sign, date and return the "acknowledgement receipt". | | | |
| Form | Forms to be Completed by Employee | | |
| 0000 00000 0000 | Voided Check OR | rom List C. of the following to the Direct Deposit Form: by the Bank or retrieved online from you Bank) OR | 000000000000000000000000000000000000000 |