



New Jersey | Chicago | Dallas | San Francisco
Virginia | Houston | Phoenix | Los Angeles

BABCO FOODS INTERNATIONAL

238 St Nicholas Ave, South Plainfield, NJ 07080, USA
Phone: +1-866-216-9619 | Fax: +1-732-667-7578
Web: www.babcofoods.com

Checklist of Human Resources Documents for New Employees

Babco HR Personnel/Managers: Have the new employee complete all documents, make sure no information is missing. Scan and email to Theresa Talkington (theresa@babcofoods.com).

For All Employees

- | | |
|--------------------------------|---|
| 1. Signed Offer Letter | <i>Offer letter must be agreed to, signed and dated</i> |
| 2. Employment Application Form | Complete form must be filled |
| 3. Consent to Background Check | <i>Form must be filled completely and signed</i> |
| 4. USCIS I-9 Form | <i>Don't forget p. 2 to be completed by a Babco Manager</i> |
| 5. IRS W-4 Form | <i>Don't forget Box 5 to be filled by employee</i> |
| 6. Employee Handbook | <i>Signed copy of last page needed for employee file</i> |
| 7. ADP Direct Deposit Form | <i>Complete form must be filled</i> |

Additional Documents for Staff with Access to Sensitive Company Information

1. Non-Disclosure Agreement

Additional Documents for all Operators of Babco Vehicles and Personal Vehicles for Company Work

1. Fleet Safety Program
Pages 10, 11, 12, 13, 14, 15, 16, 17 and 18 to be filled and signed by new employee
2. DOT Health/Medical Card
Scanned copy needed
3. Copy of personal auto insurance
Turned in to manager

Safety Trainings (email training Certificates to Theresa Talkington)

1. Warehouse Safety Training Certificate
Mandatory for ALL employees <http://training.babcofoods.com>
2. Powered Industrial Truck Safety Training
Required for all employees who operate manual or electric pallet jacks and forklifts <http://training.babcofoods.com>

FOR INTERNAL USE

Onboarding Tasks	To be Done by
Create email address	IT Team
Create ELD account	SP Team
Set up PC or tablet or cell phone	IT Team
Add to AllStaff and other email distros	SP Team
Share Google Sheets	SP Team
Add to PickSheetCreator	SP Team
Enable Employee Access in ADP	Finance Team