



Employee Orientation

Employee Information:

Employee Name: _____ Employee Number: _____
Department: _____ Supervisor: _____
Position: _____ Date of Hire: _____
Starting Salary: _____ Grade Level: _____

Human Resource Records Requirement:

Located in Employee Folders

	Human Resource Indoctrination 62.02
	Employment Application 62.04
	Direct Deposit Authorization Form 62.05 (if Applicable)
	Waiver of Liability 62.17
	Personnel Policies and Procedures Acknowledgement Form 62.18
	Safety Policies and Procedures Acknowledgement 62.44
	Employee Badge Request / Issue Form 59.24
	Equal Employment Opportunity Data Sheet 62.29 (if Applicable)
	<i>Employee Status Change Form 62.31C</i>
	PAI Electronic Systems Employee Conduct Agreement 62.32
	Employee Confidentiality Acknowledgment and Invention Assignment 62.34
	W4
	AZ A-4

Located in I9 Folder

	I9
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Located in DOT Folder (as applicable)

	Applicant Acknowledgement of Company Drug/Alcohol Testing 62.10
	Applicant Questionnaire 62.12
	Previous Employer Alcohol & Drug Test Information 62.13
	FAA New Applicant /Transfer Checklist 62.15
	Employee Acknowledgement of Company Drug/Alcohol Testing 62.20
	Drug Test Results

Completed By: _____ Date: _____

THIS FORM TO BE FILED IN THE EMPLOYEE FOLDER