TPL Employment Onboarding & Orientation Check List

* Job Offer Letter
* I-9 form plus obtain copies of DL and SS or BC
* New Hire Report form (Kansas Dept. of Labor)
* W4 form
* K4 form
* Emergency Contact Form
* Employee Direct Deposit Enrollment Form
* ADP Timecard Information
* Confidentiality of Library Records
* ADP Background Check
* Reference Release Form
* Favorites Form
* Order name badge
* New Email Address Created
* Square training and reporting procedure
* Book wrapping procedures, repairs, evaluation for weeding or replacement
* Daily duties open to close list
  + Courier & ILL procedures
  + Digital services offered by TPL via the library website
  + Youth Services and programs, promoting, and support needs
  + Genealogy & Reference about sources and services
  + State Library Website and services
  + Sections, Series, Special Materials, Shelving tips & techniques
  + Roles & Scheduling
  + Circulation duties
* Customer Service
* Order Business Cards

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Employee Signature Date

* Confidentiality of Employee Personnel Records form signature

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Employee Signature Date

* Employee Handbook

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Employee Signature Date