



JJE Onboarding Checklist

Step 1: Select your Work Location

Federal Tax Form	I have completed this document and submitted it to HR
Provincial Tax Form	I have completed this document and submitted it to HR
Employment Policies & Procedures	I have reviewed this document
Employee Policies & Procedures Acknowledgment Form	I have completed this document and submitted it to HR
Health and safety Policies and Program	I have reviewed this document
Health and Safety Acknowledgement Form	I have completed this document and submitted it to HR
Employment Eligibility Verification Form (New York Employees Only)	I have completed this document and submitted it to HR

Step 2: Review and Complete the Following Documents

New Hire Information Sheet	I have completed this document and submitted it to HR
Self-Identification Survey	I have completed this document and submitted it to HR
Federal Signal Compliance Manual	I have Reviewed this document
Federal Signal Compliance Manual Acknowledgement Form	I have completed this document and submitted it to HR

Step 3: References Documents for Review

Payroll Information	I have reviewed this document
Holiday Schedule	I have reviewed this document
Concur set-up instructions	I have reviewed this document
Company Policy for Business Conduct and Improper Payment	I have reviewed this document

Step 4: Additional Documents to Submit

Void Cheque or Direct Deposit Form for Payroll Purposes	I have submitted this document to HR
Copy of Drivers License / Drivers Abstract (if applicable)	I have submitted this document to HR
Recent Photo	I have submitted this document to HR