

New-Hire File Completeness Checklist

A practical audit tool for assembling, reviewing, and correcting employee records.

PURPOSE	Confirm that core onboarding records are complete, timely, internally consistent, and ready for follow-up.
BEST FOR	Employers reviewing a new employee file during the first three days, first 30 days, or a periodic internal audit.

Employee name	_____	Employee ID	_____
Job title / department	_____	Work location	_____
Hire date	_____	Audit date	_____
Reviewed by	_____	Worker type	_____

1. Worker setup and classification

DONE	CONTROL / REVIEW ITEM	EVIDENCE OR NOTES
[]	Offer letter or employment agreement is complete and retained.	
[]	Employee/contractor classification is documented and consistent across HR, payroll, and scheduling systems.	
[]	Job title, department, manager, work location, status, and start date match across systems.	
[]	Required background, credential, or eligibility checks are documented when applicable.	

2. Form I-9 and work authorization

DONE	CONTROL / REVIEW ITEM	EVIDENCE OR NOTES
☐	Form I-9 is present in the designated file or authorized electronic system.	
☐	Section 1 was completed no later than the employee's first day of employment for pay.	
☐	Section 2 was completed within three business days of the first day of employment for pay.	
☐	Document information is complete; only permitted documents were accepted and no over-documentation occurred.	
☐	Corrections are dated, attributable, and preserve the original information; reverification is calendared when applicable.	

3. Payroll, tax, and wage records

DONE	CONTROL / REVIEW ITEM	EVIDENCE OR NOTES
☐	Federal and applicable state/local withholding elections were captured.	
☐	Legal name, Social Security number, address, pay rate, pay frequency, and effective date are verified.	
☐	Direct-deposit authorization or alternative payment instructions are retained securely.	
☐	Timekeeping, overtime eligibility, deductions, and wage-notice requirements were reviewed.	
☐	Payroll setup matches the approved offer and HR system record.	



4. Policies, benefits, and required notices

DONE	CONTROL / REVIEW ITEM	EVIDENCE OR NOTES
☐	Handbook and required policy acknowledgments are complete.	
☐	Confidentiality, acceptable-use, safety, and role-specific acknowledgments are retained when applicable.	
☐	Benefit eligibility, enrollment/waiver records, and required notices are documented.	
☐	Federal, state, and local new-hire notices were delivered within applicable timeframes.	
☐	Emergency contact and required personal information are stored with appropriate access controls.	

5. Final quality control

DONE	CONTROL / REVIEW ITEM	EVIDENCE OR NOTES
☐	Missing or inconsistent items have an owner, deadline, and documented follow-up.	
☐	Sensitive medical or benefit information is separated from the general personnel file where appropriate.	
☐	File access is limited to authorized personnel and retention location is confirmed.	
☐	A 30-day completeness recheck has been scheduled or completed.	

Notes and follow-up actions



Review and sign-off

Manager / reviewer

Date: _____

HR verification

Date: _____

Reference links

- **USCIS Form I-9 Central:** <https://www.uscis.gov/i-9-central>
- **IRS Publication 15:** <https://www.irs.gov/publications/p15>
- **U.S. Department of Labor workplace posters:** <https://www.dol.gov/agencies/whd/posters>
- **Lvl Haus I-9 and new-hire review:** <https://www.lvlhaus.com/i-9-new-hire-compliance-review/>

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