TOWNSHIP OF VERONA **COUNTY OF ESSEX, NEW JERSEY** *POLICIES AND PROCEDURES*	Policy Title:	Employee Onboarding
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	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
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	Applicability:	All Employees

The Township's onboarding efforts will aim to:

(1) Help new employees get to know their Department/team;
(2) Provide useful information about their position; and
(3) Advise new employees about Township policies and procedures

New employees will also be provided with copies of all forms and acknowledgements which must be signed and returned to the Township for inclusion in the employee's official personnel file.

Such forms may include:
Basic Information
Employee Information Form
Emergency Contact Form

Payroll Information
W-4 (Federal)
W-4 (State of New Jersey)
I-9
E-Verify
Direct Deposit Authorization
EmployeeXperience Enrollment
Receipt of Personnel Action Form
Pension

Benefits Enrollment
Medical Insurance
Prescription Coverage
Dental Coverage

Deferred Compensation Enrollment

Personnel Manual Execution

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Revision No.	Revision Date	Nature of Revision	Approved By