

# Intern / Lab Student / Volunteer Cover Sheet

<b>Section A</b> Employee Information	Last Name _____ Start Date _____
	First Name, Middle Initial _____ Red ID _____
	Social Security Number _____
	Position Title _____ Division _____

<b>Section B</b> Payroll Information	Primary Labor Account Number _____	Position Type (please, check one): <input type="checkbox"/> Intern <input type="checkbox"/> Lab Student <input type="checkbox"/> Volunteer
	Additional Labor Account Number _____	
	Additional Labor Account Number _____	

<b>Section C</b> Miscellaneous Information	Enroll in DMV Pull Program: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, must submit copy of DL and Operating Vehicles Policy Agreement
	Background Check (if applicable) Date: _____ Live Scan (if applicable) Date: _____

<b>Section D</b> Department Approvals	Lead / Supervisor Name (please print) _____
	Signature _____ Date _____
	Manager / Director Name (please print) _____
	Signature _____ Date _____

## Intern / Lab Student / Volunteer Checklist

### Required Forms

### Optional Forms Per Department

- Volunteer Application
- Employee Emergency Contact Information
- Confidential Data Sheet (N/A if Rehire)
- Code of Safe Practices
- New Hire Notice - Injuries Caused by Work

- Computer Usage Agreement
- Network User Agreement
- Operating Vehicles Policy Agreement
- Proof of Insurance (if applicable)
- Auto Insurance Coverage Verification (if applicable)
- Safety Orientation Checklist

<b>Payroll Use Only</b>	If rehire, last separation date _____ Additional Labor Accounts Updated _____ Pay Group _____
	Pay Status Updated _____ Direct Deposit Info Updated _____ Kronos WFC - Employee Role Profile Updated _____
	Date Processed _____