

**Instruction: Sections A-D to be completed by Supervisor**

<b>Section A</b> Employee Information	Last Name, First Name, Middle Initial _____
	Red ID # _____ Hire / Rehire Date _____
	Job Title _____ Division Name _____
	Primary Home Dept. Number _____ Pay Rate _____ Range & Step _____

<b>Section B</b> Payroll Information	Additional Labor Accounts:
	_____-_____-_____ Pay Rate _____ Range _____ Step _____      _____-_____-_____ Pay Rate _____ Range _____ Step _____
	_____-_____-_____ Pay Rate _____ Range _____ Step _____      _____-_____-_____ Pay Rate _____ Range _____ Step _____
	_____-_____-_____ Pay Rate _____ Range _____ Step _____      _____-_____-_____ Pay Rate _____ Range _____ Step _____

<b>Section C</b> Miscellaneous Information	Position Supervisory Classification: <input type="checkbox"/> Supervisory Position <input type="checkbox"/> Non-Supervisory Position
	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

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

**Employee Forms and Notices Checklist**

**Section E - Required Forms - Return to Payroll**

- Part Time New Hire / Rehire Cover Sheet
- Employee Emergency Contact Information
- I-9 Supportive Documents
- Direct Deposit Authorization
- Wage Information Notice to Employee (Copy)
- Safety Orientation Checklist
- Other - Additional Forms (see list below)

**Section F - Additional Forms - Return to Payroll if applicable**

- Computer Usage Agreement (Required with Network User Agreement)
- Network User Agreement
- On Duty Meal Period Agreement
- Operating Vehicles Policy Agreement
- Proof of Automobile Insurance
- Auto Insurance Coverage Verification
- Copy of Required Certification

**Section G - Provide to Employee**

- Wage Information Notice (Return copy to Payroll)
- Kronos Employee Self Service Guide

**Section H - Record of Forms Completed by Employee in TA**

**FOR PERSONNEL USE ONLY**

- Employment Application
- Employee Handbook Confirmation
- W-4 Form
- DE-4 Form
- I-9
- Code of Safe Practices
- Attestation of Required Notices to Employee

**Section I - Record of Required Notices Provided to Employee in TA**

**FOR PERSONNEL USE ONLY**

- New Hire Notice - Injuries Caused by Work
- Affordable Care Act Marketplace Exchange Notice
- Sexual Harassment Brochure
- For Your Benefit - DE2320
- Disability Insurance Provisions - DE2515
- Paid Family Leave Benefits - DE2511
- Pregnancy Leave
- A.S. Employee Handbook

<b>PAYROLL USE ONLY</b>	If rehire, last separation date: _____	Sick Leave Accrual Balance: _____	Pay Group: _____