

## **New Hire Paperwork**

The following documents must be completed and submitted to Human Resources on or before your first day of work.

1. W-4
2. I-9 –Requires documentation as indicated on the third page of the form
3. Direct Deposit (if you want your check deposited) - Please note the first pay check will always be an actual check.
4. Information Technology Policy and sign off form
5. Policy and Procedures Manual and sign off form
6. Emergency Contact Information