



Instructions for completing a New Employee Packet

There are six (6) forms to be addressed. Five must be completed and the sixth is optional.

1. Personal Employee Profile
2. Conditions of Employment
3. Employment Eligibility Verification (I-9)
4. Form W-4
5. Payroll Deduction Authorization Agreement.
6. Employee permission for direct deposit of paychecks (optional)

NOTE: *If the first four forms are not fully completed, the effective hiring date for the employee or the preparation of the first paycheck may be delayed.*

New Employee Information

This form must be completed and signed by the employee and the worksite supervisor.

1. **Worksite Employer:** This is the name of the company as written on the Client Service Agreement. The site the employee will be working at.
2. **Information about you:** This is to be completed by the employee. (Please ask the employee to PRINT)

The following are the definitions to be used to determine the “race” of employee.

❖ **Caucasian**

- (Not of Hispanic origin) – All persons having origins in any of the original peoples of Europe, North America, or the Middle East.

❖ **Black**

- (Not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.

❖ **Hispanic**

- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

❖ **Asian or Pacific Islander**

- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and the Samoa.

❖ **Alaskan Native or American Indian**

- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

The Employee should review the form and sign it and the Worksite Supervisor should again review the form for accuracy and completeness before printing full name and signing full signature.

Conditions of Employment

The name of the employee should be printed at the top where indicated and the name of the Worksite employer should also be printed where indicated.

1. The worksite supervisor should complete the following:
 - a. Circle the appropriate payroll frequency; weekly, biweekly, etc.
 - b. Fill in the rate of pay either per hour or per biweekly or semimonthly payment.

The worksite supervisor should ask the employee to read the form completely, ask any questions and sign his/her acknowledgement at the bottom.

Employment Eligibility Verification (I-9 Form)

This form usually referred to as the I-9 is very important and the employee may not be placed on the Partners payroll if this document has not been fully and accurately completed. The packet provided to Worksite employers has a complete set of instructions as written by the INS (Department of Justice). A summary of the instructions is as follows:

1. The employee must complete section one and provide documentation proving identity and right to work in the United States. A list of acceptable documents is provided in the full instructions.
 2. The Worksite employer **must personally see and inspect** the documents presented.
 3. The Worksite employer must also make a copy of the documents for inclusion in the file for Partners Human Resources.
 4. The Worksite employer must complete section two (2) of the form.
 - A. List the document title
 1. Issuing authority
 2. Document number and the expiration, if any for each document used.
- Remember, only one document from list A is required OR one document from list B AND one document from list C. NOTE: do not under any circumstances require or notate the review of more documentation than is minimally required.***
5. The Worksite employer **must sign the document** before sending the file to Partners.

If the I-9 is not fully and correctly completed, we may not be able to place the employee on the payroll until it is. The law requires that we have this information within three business days of the start date.

W-4 Federal Income Tax

The bottom one-third of the front page (**Employee's Withholding Allowance Certificate**) is the only part of this form that **MUST** be completed. The remainder of this form is to assist the employee in the completing lines 5 and 6. Please check to be sure that the form is signed and dated by the employee.

Employee's Authorization for Direct Deposit

If the Worksite employer does not offer direct deposit, this form may be omitted.

If direct deposit is offered, the employee may complete if and only if he/she desires to have the service as opposed to receiving a pay check. If direct deposit is desired, the employee will still receive a pay stub showing the amount of the deposit and the withholdings.

Payroll Deduction Authorization Agreement

We ask employees to sign this form to protect the company from unnecessary losses. Sometimes an employee will leave the company and owe the company monies for one or more of the listed reasons. It is easier for the employee and the company if the employee signs this document authorizing the monies to be withheld from the final paycheck. Signing this form at the time of employment is a condition of employment.

The employee is only required to sign and date the form near the bottom, just above the highlighted section.

DO NOT COMPLETE THE BOTTOM PORTION OF THE FORM. It will be completed if and when a deduction is required.

All of these forms are essential documents for employment purposes. Copies of these forms may be faxed to Partners to expedite the process of getting the new applicant/employee approved and enrolled, but the **ORIGINALS must also be forwarded, received and placed on file at Partners.**