

RPM ASSOCIATES, INC.
Employment Forms
Check Off Sheet

Employee & No:		Emp No:
Superintendent:		

Received or Reviewed	Need To Get or Do	Forms	Comments
<input type="checkbox"/>	<input type="checkbox"/>	Application	
<input type="checkbox"/>	<input type="checkbox"/>	Information Sheet	To be completed by Superintendent
<input type="checkbox"/>	<input type="checkbox"/>	W-4 for Current Year	
<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Be sure and use the new form.</div> I-9 - Employment Eligibility Verification	<i>Make sure this form is signed by Superintendent & Employee</i>
<input type="checkbox"/>	<input type="checkbox"/>	Copies of Identification	Same as on the I-9
<input type="checkbox"/>	<input type="checkbox"/>	Health Exchange Notice and Acknowledgement of Receipt of Health Exchange Notice	<i>Employee keeps notice/returns Acknowledgement</i>
<input type="checkbox"/>	<input type="checkbox"/>	Safety Policy - Review	Review this Policy with the employee
<input type="checkbox"/>	<input type="checkbox"/>	Acknowledge of Receipt of Safety Policy & Employee Handbook	
<input type="checkbox"/>	<input type="checkbox"/>	Authorization Agreement for Direct Deposit (GET A VALID EMAIL ADDRESS FOR CHECK STUBS)	Must have document with routing and account#
<input type="checkbox"/>	<input type="checkbox"/>	Termination Notice	

Superintendent Comments:

Once ALL New Hire paperwork is completed correctly, email to Kandy at the Home Office. We must E-Verify EVERY new employee immediately upon hiring! MAIL ALL ORIGINALS TO THE HOME OFFICE.

PLEASE MAKE SURE ALL FORMS ARE COMPLETED & LEGIBLE