



## **EMPLOYEE CHECKLIST/TABLE OF CONTENTS**

### **EMPLOYEE RECORDS AND INFORMATION – RETAINED BY EMPLOYEE:**

- 1 – EMPLOYEE BENEFITS
- 2 – EMPLOYEE INFORMATION GUIDE
- 3 – 401K SUMMARY PLAN DESCRIPTION
- 4 – ESOP SUMMARY PLAN DESCRIPTION AND FAQs
- 5 – VERIZON
- 6 – NET BENEFITS – 401K HOW TO SIGN UP
- 7 – SKYLIGHT ONE INFORMATION

### **NEW HIRE FORMS – COMPLETE AND RETURN TO HR:**

- A – APPLICATION FOR EMPLOYMENT
- B – NEW EMPLOYEE INFORMATION
- C – W-4 – EMPLOYEE’S FEDERAL WITHHOLDING CERTIFICATE
- D – A-4 – EMPLOYEE’S ARIZONA WITHHOLDING ELECTION
- E – I-9 – EMPLOYMENT ELIGIBILITY VERIFICATION
- F – PAY ELECTION FORM (DIRECT DEPOSIT)
- G – VOLUNTARY SELF-IDENTIFICATION OF PROTECTED VETERAN STATUS
- H – VOLUNTARY SELF-IDENTIFICATION OF ETHNICITY, RACE AND GENDER
- I – VOLUNTARY SELF-IDENTIFICATION OF DISABILITY
- J – CONSENT FOR DRUG TESTING
- K – MOTOR VEHICLE RECORD POLICY
- L – EMPLOYEE ACKNOWLEDGEMENT FORM
- M – ESOP BENEFICIARY FORM

### **EMPLOYEE TO PROVIDE COPIES OF THE FOLLOWING:**

- COPY OF I-9 FORMS OF ACCEPTABLE IDENTIFICATION (social security card, driver’s license, passport, birth certificate, etc.)
- COPY OF 5 YEAR DRIVING RECORD (if applicable)