

Name \_\_\_\_\_

Employee Number \_\_\_\_\_

**PAPERWORK & INFORMATION NEEDED BY HEADQUARTERS WHEN SOMEONE IS HIRED**

Needed for Full time & Part time – **BEFORE** they can be entered into Oakland for punching in/out.

1. W-4 (federal)
2. Iowa W-4 (Centralized Employee Registry Reporting Form)
3. I-9 CNMI, Employment Eligibility Verification  
INCLUDING 2 forms of ID – (i.e. Driver's license, SS card, passport, etc.)  
The form is a MUST, however the proofs of ID can be delayed.
4. Payroll ACH Deposit Form
5. Wage - hourly or salary (please circle one) Amount \_\_\_\_\_
6. Full-Time OR Part-Time employee (please circle one)
7. What department will they be working for? \_\_\_\_\_

EMPLOYEE IS ON A 90-DAY PROBATION PERIOD, UNLESS THIS BOX IS MARKED & SIGNED BY KYLE KUEPKER.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PROMISE MADE FOR WAGE INCREASE AT END OF 90-DAY PROBATION PERIOD \_\_\_\_\_

\_\_\_\_\_  
Signature of Location Manager OR Dept Manager

\_\_\_\_\_  
Date