

MASTER

PUMPS & EQUIPMENT

C O R P O R A T I O N

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NEW HIRE PAPERWORK CHECKLIST

New Employee: _____

Manager to send candidate to take a pre-employment drug screen with results being mailed to HQ.

To be completed by Manager:

- Payroll/Change in status
- Application for Computer Security Code
- Application of System Password

To be completed by Employee, checked and signed by Manager:

- I-9 Form including copy of Driver's License & Social Security Card of Birth Certificate

To be completed by Employee and checked by Manager:

- Completed application for Employment with employment signature
- Resume
- W-4
- Payroll Direct Deposit Authorization and voided copy of check
- Motor Vehicle Record Request
- Payroll Deductions
- "Our New Employee" Survey
- Texas Workers Compensation Notice to Employees
- Last page of Employee Manual signed and dated
- Last page of Safety Manual signed and dated
- Section 125 Authorization
- Pacificare Enrollment Form (Health Insurance)
- SafeGuard Meridian Dental Enrollment Form
- American United Life Group Enrollment Form (Basic Life, AD&D, LTD)
- Employment Agreement

Optional:

- American United Life Voluntary Term Life Enrollment Form
- American United Life Voluntary Term Life & Disability Form
- 401K Enrollment
- Notice of COBRA rights

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