

Temporary Employee New Hire Form Checklist

The following forms must be filled out (typed or handwritten) and brought to the Human Resources Department:

- Employment Application
- Fair Credit Reporting Act (temporary employee needs to read)
- Form I-9 (bring appropriate identification listed from I-9 application)
- Form W-4
- State of Georgia Withholding Allowance
- Direct Deposit Authorization (include VOID check)
- Emergency Contact Information