



Teamworks

This document can be filled out on your computer at www.teamworksgroup.com.

Print the entire document when complete. Please sign the pages where indicated and then submit the appropriate pages.

The staff of Teamworks is pleased to have you become a part of our organization. Whenever new employment is begun there are important documents and forms that must be completed and processed before paychecks can be processed and issued.

This packet contains important documents and forms that must be filled out completely and returned to our office before we can legally process and issue paychecks.

Forms that **need** to be completed and returned are:

1. **New Employee Information Form – must be returned** Employee must **complete Section 1**. Your employment supervisor will complete Section 2.
2. **Employment Agreement - must be returned** Employee must **complete entire agreement and sign page 2**.
3. **Form W-4 (for tax withholding) – must be returned** Employee must **complete and sign the allowance certificate portion** of this form for correct payroll income tax withholding. Do not complete the bottom line, items, 8, 9, and 10.
4. **Form I-9 (employment eligibility verification) – must be returned** This form provides legal proof of work eligibility. It must be completed under strict federal law. Employee must **complete and sign Section 1**. Section 2 must be completed by an employment supervisor.
5. **Beneficiary Designation Form - must be returned** In the event a beneficiary is required, this form designates who can pick up your paycheck.
6. **Teamworks Cafeteria Plan Election Form – must be returned** This form allows benefits to be deducted from payroll on a pretax basis. Employee must **complete the top and sign the bottom sections**. Employee must check yes or no in each of the three middle sections.
7. **Sexual Harassment Policy acknowledgment – must be returned** Employee must **read, sign, and return** to Teamworks. Employee should make a copy for their records.
8. **Direct Deposit Form - if you desire direct deposit of your paycheck** Employee must **complete top and middle sections, identifying to deposit total payroll check, specific dollar amount, or percentage of check, sign the form**, and attach a **blank voided check** (no deposit slips) to the document. Employee may choose to split deposit into three (3) different accounts.

If you have any questions about your employment with Teamworks, or the completion of these forms, please call us at (801) 434-8900 or toll-free (877) 221-3513.