

Distribution	SUBJECT	Date
	HIRING PROCEDURES FMC ENROLLMENT PACKAGE	01/18/2013

PURPOSE: To prepare the FMC portion of the employment package.

PERFORMED BY: Human Resources Administrator

PROCEDURE: 1. HRA prepares or compiles the following to begin building the employment package:

- A) Paycheck Checklist (V-17a)
- B) Verification of Commencement of Employment (V-19).
- C) Copy of Offer of Employment Letter (V-5).
- D) Copy of Site Manager Agreement (V-6), previously signed Maintenance Person Agreement (V-7) or Position Guide.
- E) Employee Handbook Receipt Form (V-16).
- F) W-4, I-9, G-4 (GA only), Direct Deposit-FMC & Paychex
- G) Internet & E-Mail Use Policy (V-27)
- H) Maintenance Personnel, in addition, receive timesheets.
- I) Site Managers, in addition, receive timesheets and:
 - i) Procedures Manual Receipt Form (V-14).
 - ii) Forms Manual Receipt Form (V-15).
 - iii) Petty Cash Custodian Agreement (A-6).
 - iv) Petty Cash Transfer (A-6A).
 - v) Petty Cash Voucher (A-5), if applicable
 - vi) Employment Procedures and Forms Manual Receipt (V-22a)
- J) Employee Living on Site: (if applicable)
 - i) Employee Lease (L-9).
 - ii) Employee Addendum to Lease (V-12).
 - iii) Employee Utility Addendum (V-13).
 - iv) Tenant Certification 1944-8 (C-1).
 - v) Move-in Inspection (L-11).

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- 2) HRA temporarily places the above employment package in the new employee's file.