

Distribution	SUBJECT	Date
	EMPLOYMENT PROCEDURES FIRST PAYCHECK LETTER	01/07

PURPOSE: To notify a new employee upon commencement of employment the estimated gross amount to expect on their first paycheck and summary of employment status.

PERFORMED BY: Human Resources Administrator

PROCEDURE: Final Employment Package review and First Paycheck Letter

1. HRA requests Payroll Calculation Worksheet (V-20) – making any changes from original date of hire, days, hours, etc.
NOTE: NOT to be sent outside the Main Office.
2. Original (V-20) is returned to the employee’s file. **Not to be sent outside the main office.**
3. HRA prepares First Paycheck Letter (V-21)
 - a. Original sent to employee’s residence
 - b. Copy placed in employee’s file
4. HRA confirms that file is complete.
5. Required DPM signatures on the following (If not signed):
 - A) Final request for Permission to Employ (V-17)
 - B) Request for approval of Outside Employment (P-6)
6. HRA files new employee file alphabetically with other active employee files.
7. HRA keeps employee files locked to ensure confidentiality.