



Please use the following checklist to track your completion of all the necessary paperwork and review of applicable policies. Deliver these completed documents to your manager or your Human Resources representative on or before your first day of employment. Some of the forms included in this document may be filled in electronically and then printed. These forms have fields outlined in red.

The federal government I-9 form requires verification of your identity and right to work. Please bring the proper identification as outlined in the form titled List of Acceptable Documents.

PAPERWORK

- PAPERWORK (download the paperwork [here](#))
- Personal Data Sheet
- IL -W4 Tax Form
- W4 Federal Tax Form
- Distribution of Payroll Earnings Form
- I-9 Form / List of Acceptable Documents
- Internet Access Agreement (Policy can be viewed on page 66 of the Employee Handbook)
- Authorized Signature Form
- Employee Handbook Acknowledgment Form

POLICIES FOR REVIEW

Click below to review the following documents online.

- [Safe Harbor Notice](#)
- [Dress Code](#)
- [Employee Handbook](#)