Zimbrick, Inc.

NEW HIRE EMPLOYMENT PACKET

ALL FORMS MUST BE COMPLETED AND RETURNED TO YOUR OFFICE MANAGER <u>WITHIN THREE (3) WORKING DAYS</u> OF YOUR HIRE DATE.

Contents:

To be completed by employee:

Personal Data Record
W-4 Federal Withholding Allowances
Wisconsin Withholding Exemption Certificate
I-9 Employment Eligibility Verification
Direct Deposit Form (if applicable)
Employee Handbook (return Acknowledgement)
Sexual Harassment Policy (return Questionnaire & Receipt)
Information Security Policy (return Acknowledgement)
Demonstrator Vehicle Policy (sales consultants only)
Driving Record Policy (return Authorization)
Employee Voluntary Self-Identification Survey

For employee to read & keep:

Employee Assistance Program (EAP) Brochure
FMLA General Notice
Weapons Policy

To be completed and/or returned by Manager:

Payroll Information (located on Data Record form)
Return completed Application for Employment
Work Permit (if under 18 years old)
New Hire Checklist
Copy of Social Security Card
MVR Evaluation Worksheet

Failure to complete the forms within the required time period may result in the delay of employee's paycheck.