

PAPERWORK CHECKLIST FOR INTERNATIONALLY BASED SHORT TERM EMPLOYEES (NON US CITIZENS)

Please print and refer to this checklist as a guide to completing and returning the appropriate documents.

- **Click on underlined links to complete or view forms**
- **Complete, print and submit the documents in Section 1, 2 and 3.**
- **Read documents in Section 4.** Initial to acknowledge you have read and understand the documents.
- **Section 5** has additional information on your benefits for your records. Please save any documents you want to refer to at a later time.

Once completed, please return this checklist, initialed and signed, with all appropriate forms to the Human Resources department at CARE by your first day of employment.

Once your completed forms are returned, you can expect:

- Your SOS and World Wide Assistant enrollment cards will be sent to you in the mail, please allow 2 to 4 weeks from the time you return your paperwork.
- Your information will be sent to CIGNA International Expatriate Benefits and you will be mailed your Medical Insurance Cards. Please allow 4 to 6 weeks from your start date for delivery. If you need medical assistance prior to this time, please contact Human Resources.

SECTION 1: Personnel Forms – PRINT AND RETURN

Initial Signed original offer letter/employment contract (*Employee keeps the copy*)

Initial [Employee Basic Data Form](#)

Initial [Employee Confidentiality Agreement](#)

Initial [Indebtedness Statement](#)

Initial [Conflict of Interest Statement](#)

Initial [Certification of Citizenship](#)

Initial Vehicle Policy (*Please note, if you do not submit this form, signed by your Country Director, a monthly fee will be assessed.*)

[CARE USA Vehicle Policy](#)

[Vehicle Waiver Form](#)

SECTION 2: Banking Options (You can only choose 1 option) – PRINT AND RETURN

Initial [Payment Options](#) (*Information only*)

Initial Check (*Default payment option*)

Initial [Direct Payroll Deposit Authorization](#) (*Optional - ONLY available to holders of a US bank account*)

Initial [Wire Transfer Form](#)

SECTION 3: Benefits Forms and Information – PRINT AND RETURN

Initial **Benefits Enrollment** (*Refer to Benefit Enrollment Instructions before filling out Enrollment form.*)
Note: If you want to waive all benefits, then Waiver form must be filled (pg 2 of Enrollment Form)

[Benefit Enrollment Instructions](#)

[Benefit Enrollment Form](#)

_____ **Beneficiary Forms**

Initial

[Accidental Death & Dismemberment](#) [Business Travel Accident](#) [ING Life Insurance](#)

_____ I understand that if I do not elect or waive benefit options or do not return enrollment forms within 31 days of my start date, I will not receive benefits and will not be eligible to do so until the next annual open enrollment period.

Initial

INFORMATION SECTION

SECTION 4: Policy Information – READ AND INITIAL CHECKLIST

_____ Employee Handbook (<http://careweb.care.org/help/ehandbook>)

Initial

_____ [Code of Conduct & Accountability to Program Participant Communities](#)

Initial

_____ [Code of Ethics & Conduct](#)

Initial

_____ [HIPAA Privacy Policy](#)

Initial

SECTION 5: Supplemental Benefits Information – for your reference. DO NOT RETURN.

_____ [Frequently Asked Questions](#)

_____ [International Benefits at a glance](#)

_____ [CIGNA INTERNATIONAL EXPATRIATE BENEFITS NEW MEMBER KIT](#)
(Note: your medical ID cards will arrive in the CARE pouch within 6 weeks of your start date)

_____ [Country Specific Information](#)

Access [International SOS Country/Security Guides](#) at: www.internationalsos.com. You can log in using CARE's membership number 11BCPA000091.

_____ [AD&D Insurance Certificate Class- 2](#)

_____ [Your Group Life Insurance Plan](#)

_____ [Health Advocate Information](#)

_____ [Employee Assistance Program](#)

_____ CARE Retirement Savings Plan: [Retirement Planning Workbook](#)

Initial

(Eligible after 1 year of service)

[Important Information](#)

[Enrollment Form](#)

[Beneficiary Designation Form](#)

Employee's Signature

Date

Please note that delays in receiving completed paperwork will delay processing and hence prevent your payroll and benefits coverage being activated. Your quick response is imperative in successfully onboarding you to CARE. For questions & support please contact HRServiceCenter@care.org.

Documents can be faxed to +1-404-589-2630 or emailed to HRServiceCenter@care.org. Please send original documents to:

CARE USA
c/o Human Resources
151 Ellis Street
Atlanta, GA 30303

For HR Use Only

Received by:

Date Received:

Form(s) not received:

Confirmation & Follow up:
