

**PAPERWORK CHECKLIST FOR TEMPORARY & PART TIME (LESS THAN 20 HRS)
U.S. BASED EMPLOYEES**

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

- Complete and print the documents in Section 1.
- Read documents in Section 2. Initial to acknowledge you have read and understand the documents.

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.

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 W-4 Form, Employee's Withholding Allowance Certificate

Initial State Tax Form, Employee's Withholding Allowance Certificate
Please pick your appropriate State of residency – Return only one which applies

California Georgia Illinois Maryland Massachusetts New Jersey
New York N. Carolina Ohio Virginia Wash DC West Virginia

Important tax information for US Citizens and Residents

Initial I-9 Form, Employment Eligibility Verification -
*I-9 documentation is required within **3 days** of employment at CARE*
I-9 Instructions I-9 Form

Initial Payroll Direct Deposit Authorization - Payroll distributed biweekly via direct deposit

Initial Conflict of Interest Statement (*General or Fundraiser form as noted on your Employment Information form*)
General Fundraiser (*only for if you will partake in fundraising activities*)

SECTION 2: Policy Information (Please read the following material. You do not need to return the documents; however, please initial to acknowledge you have read and understood the materials.)

Initial 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

Employee's Signature

Date