

# IMPORTANT NEW HIRE INFORMATION



- **Direct deposit of your pay is required.** Please bring a voided check or documentation from your banking institution that includes your bank routing number and bank account number to orientation
- Please see list of **EMPLOYMENT ELIGIBILITY DOCUMENTS** for completing your I-9 form and bring supporting identity documents to orientation
- **BENEFIT DECISIONS NEED TO BE MADE PRIOR TO COMING TO NEW EMPLOYEE ORIENTATION**
- Please read the **CAFETERIA BENEFITS BOOKLET** prior to your new employee orientation as benefit elections need to be made at that time

**IMPORTANT IF YOU ARE ENROLLING ANY DEPENDENT(S) ON YOUR HEALTH INSURANCE, YOU ARE REQUIRED TO PROVIDE US WITH THE FOLLOWING DOCUMENTATION AT YOUR BENEFIT APPOINTMENT.**

| Relationship  | Documents Required for Dependent Verification   |
|---|---|
| <i>Spouse Documents</i>                                       |   |
| Legally Married   | Legal Marriage Certificate  |
| Married and Legally Separated                                 | Legal Marriage Certificate  |
| Married and Physically Separated                              | Legal Marriage Certificate  |
| <i>Child Documents</i>  |   |
| Biological Child  | Birth Certificate   |
| Adopted / Placed for Adoption                                 | Placement Papers, or Adoption Agreement, or Birth Certificate   |
| Foster Child  | Certification Documents from Authorizing State Agency   |
| Stepchild   | Child's Birth Certificate AND Marriage Certificate showing employee is married to the child's parent. |
| Grandchild, niece/nephew, brother/sister, or other child type | Court documents showing employee and / or spouse has legal guardianship of the covered child.         |