



<b>Human Resources Contact Person:</b>	<b>Barbara Current, Sr. Recruiter</b>
<b>Phone Number:</b>	<b>202-745-3167</b>
<b>E-mail Address:</b>	<a href="mailto:bcurrent@cnmc.org">bcurrent@cnmc.org</a>

NEW HIRE: \_\_\_\_\_

**HUMAN RESOURCES NEW HIRE PROCESSING CHECKLIST**

**REQUESTED ITEMS FOR PROCESSING NEW HIRE INTO THE PAYROLL SYSTEM:**

- |   |
|---|
| <ul style="list-style-type: none"><li>• <b>COMPLETED</b> On-Line Application For Employment</li><li>• <b>COMPLETED</b> On-Line Authorization for Release of Information Form</li><li>• <b>COMPLETED</b> On-Line Questionnaire</li></ul> |
|---|

Now that you have completed the above documentation, you will receive the following documents to be completed as part of the payroll processing. These forms will be sent via e-mail form my e-mail address [bcurrent@cnmc.org](mailto:bcurrent@cnmc.org). These forms need to be completed and provided to Human Resources at least 15 days prior to start date.

- **Federal and State Tax Forms**
- **Confidentially Statement**
- **PAR/New Hire/Rehire Form.**
- **Form I-9, Employment Eligibility Verification Form with Lists of Acceptable Documents.** The Documents that you will be using to show proof of employment eligibility should be presented to the HR Representative on the initial face-to-face visit with Human Resources and should be originals not copies.
- **Direct Deposit Form** This document is to be completed by you and presented to Human Resources along with documentation appropriate for the account(s) that the check is to be deposited.

I will also assist you in scheduling your Occupational Health appointment.

<b>Occupational Health Contact Person for Appointment:</b>	<b>Barbara Current</b>
<b>Phone Number:</b>	<b>202-745-3167</b>
<b>E-mail Address:</b>	<a href="mailto:bcurrent@cnmc.org">bcurrent@cnmc.org</a>
<b>Occupational Health Main Number:</b>	<b>202-476-2035</b>
<b>Occupational Health Fax Number:</b>	<b>202-476-2039</b>