

### SECTION 1: TO BE COMPLETED BY EMPLOYEE

**New Hire**                       **Re-Hire**

COMPANY NAME: \_\_\_\_\_ SOCIAL SECURITY: \_\_\_\_\_  
 LEGAL EMPLOYEE NAME: \_\_\_\_\_ PREFERRED NAME: \_\_\_\_\_  
 HOME MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
 COUNTY OF HOME ADDRESS: \_\_\_\_\_ STATE AND ZIP: \_\_\_\_\_  
 DATE OF BIRTH: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
 HOME PHONE: \_\_\_\_\_ DO YOU LIVE WITHIN AN UNINCORPORATED AREA?    Yes    No  
 HOME EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ GENDER:    Male    Female  
**EMERGENCY CONTACT INFORMATION**                      MARITAL STATUS:     SINGLE     MARRIED     CIVIL UNION     DIVORCED  
 CONTACT NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
 CONTACT HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

**EEO-1 SELF-IDENTIFICATION (Check ONE)**  
*Employee Instructions: Any information relating to race, ethnicity and gender is collected to comply with federal regulations, which require certain recordkeeping and reporting requirements. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.*  
*Supervisor Instructions: Complete the Employee Race/Ethnicity section by visual observation if employee does not self-identify.*

<input type="checkbox"/> <b>Hispanic or Latino</b>	<input type="checkbox"/> <b>White</b> (not Hispanic or Latino)
<input type="checkbox"/> <b>Black or African American</b> (not Hispanic or Latino)	<input type="checkbox"/> <b>Native Hawaiian or other Pacific Islander</b> (not Hispanic or Latino)
<input type="checkbox"/> <b>Asian</b> (not Hispanic or Latino)	<input type="checkbox"/> <b>American Indian or Alaskan Native</b> (not Hispanic or Latino)
<input type="checkbox"/> <b>Two or more races</b> (not Hispanic or Latino)	

**Are you a Veteran of the Vietnam Era?** – Persons who served active duty for a period of more than 180 days between August 5, 1964 and May 31, 1975, and were discharged there from with other than a dishonorable discharge. ....  Yes     No

**Reasonable Accommodation:** In the event you believe there is a reasonable accommodation that will assist you in performing the essential functions of your job, please contact your manager or Tandem HR.

**I AGREE TO GO PAPERLESS.** Upon activation, you will receive all Tandem HR general correspondence electronically to your Home Email. It is your sole responsibility to ensure that this information is accurate, that you have an active personal email address and to ensure your email system is not blocking our email notifications. In the event you do not receive notification, it is your responsibility to sign in and check on the delivery of new electronic communication. It is your sole responsibility to ensure that the contact information in your online user profile is current and accurate.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### SECTION 2: TO BE COMPLETED BY WORKSITE EMPLOYER

**DATE OF ORIGINAL HIRE:** \_\_\_\_\_ **DATE OF NEW HIRE / RE-HIRE:** \_\_\_\_\_  
**LOCATION:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_  
**JOB TITLE:** \_\_\_\_\_ **BADGE # / TIME CLOCK ID#:** \_\_\_\_\_  
**RATE OF PAY:**     HOURLY: \$ \_\_\_\_\_     SALARY: \$ \_\_\_\_\_ / yr    \$ \_\_\_\_\_ /pay period  
**SECONDARY RATE:**     HOURLY: \$ \_\_\_\_\_    **SECONDARY JOB TITLE:** \_\_\_\_\_  
**PAY CYCLE:**     Weekly                       Bi-Weekly                       Semi-Monthly                       Monthly  
**PAY METHOD:**     Salary                       Hourly                      **AVERAGE WORK HRS PER WEEK:** \_\_\_\_\_  
                           Commission (attach agreement)    Draw:  No  Yes                      If Yes add Amount \$ \_\_\_\_\_  
**CLASSIFICATION:**     Full-Time                       Part-Time     Union                       Seasonal                       Temporary                       PRN  
**EXEMPTION STATUS:**     Non-Exempt Hourly                       Non-Exempt Salary                       Exempt Salary  
**BENEFITS ELIGIBLE:**     Yes  No                       Supplemental/Voluntary Only                      **Department:** \_\_\_\_\_  
**VACATION/PTO:**     Yes  No                      Accrual rate: \_\_\_\_\_                       per pay period     per month     per year  
**SICK:**                       Yes  No                      Accrual rate: \_\_\_\_\_                       per pay period     per month     per year

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SEE NEXT PAGE**

### SECTION 3: TO BE COMPLETED BY WORKSITE EMPLOYER

**Employee Job Category** – Check only **ONE**. From the EEO Job categories listed below, which one best describes the employee's position:

**Executive/Senior Level Official and Manager (1)**

Plans, directs and formulates policies, sets strategy and provides overall direction of organizations.

**Examples:** Chief executive officer, chief operating officer, president or executive vice president of functional areas or operating groups.

**First/Mid Level Official and Manager (1-2)**

Receives direction from executive/senior level management and implements policies, programs and directives of executive/senior management or reports directly to middle managers and oversees day-to-day operational objectives, directly supervising activities of exempt and non-exempt personnel.

**Examples:** Vice president, director, controller, treasurer, human resources, information systems, marketing or operations manager, first-line manager, branch manager.

**Professional (2)**

Requires a college degree or professional certification.

**Examples:** Architect, accountant, lawyer, teacher, engineer, computer software and systems engineer, computer programmer, computer professional (employees in computer-related occupations defined under FLSA).

**Technician (3)**

Requires the application of scientific skills, usually obtained by post-secondary education, which may include training certification or comparable experience.

**Examples:** Drafter, engineering aide, technical illustrator, medical technician.

**Sales Worker (4)**

Primarily engages in direct sales in a non-managerial capacity.

**Examples:** Sales representative, cashier, real estate agent and broker.

**Administrative Support Worker (5)**

Provides administrative support assistance, primarily in office settings.

**Examples:** Legal assistant, bookkeeper, office or administrative assistant, secretary, computer operator, shipping and receiving clerk.

**Craft Worker (6)**

Engages in a higher-skilled occupation, such as construction and natural resource extraction or the installation and maintenance of equipment and machines.

**Examples:** Building trade, hourly paid supervisor and lead operator, mechanic, skilled machinist, electrician and painter, earth driller, derrick operator, engraver, millwright.

**Operative (7)**

Engages in an intermediate skilled occupation such as operating machines or factory-related processing equipment.

**Examples:** Workers at textile machines, photographic processes, assembly plants or food processing, baker, driver, sailor, hand packer.

**Laborer and Helper (8)**

Engages in limited-skill work that requires brief training in order to perform the essential tasks of the job, demanding little independent judgment.

**Examples:** Construction worker, garage laborer, car washer, groundskeeper.

**Service Worker (9)**

Engages in service-related work that requires skills that may be acquired through formal training, job-related or direct experience.

**Examples:** Personal service attendant, nurse's aide or orderly, cleaner, cook, firefighter, guard, doorkeeper.

**To be completed by Tandem HR**

WC Code: \_\_\_\_\_

HRP Job Code: \_\_\_\_\_  
e.g. 8810N5

Approved by Senior HR: \_\_\_\_\_

HRP Employee ID: \_\_\_\_\_

Entered in HRP by: \_\_\_\_\_

Print Supervisor Name \_\_\_\_\_

**Submit your paperwork TODAY to ensure your first payroll can be run on time!**

### To submit your form:

**During a new client orientation session:** Immediately submit the completed Forms and Policies to your Tandem HR orientation representative.

**All other new hires:** Immediately submit the completed Forms and Policies to your supervisor, who will email to [inputs@TandemHR.com](mailto:inputs@TandemHR.com).

### Questions?

All questions should be directed to Your Solution Center at [yoursolutioncenter@tandemhr.com](mailto:yoursolutioncenter@tandemhr.com) or 630.468.9298.