

### IMPORTANT INFORMATION

Drug tests are conducted from **8:00 am until 11:00 am**. After 11:00 am, the fee for drug testing increases by \$50.00. We will call to ask if you want to pay the extra fee and if not, the employee can return the next day before 11:00 am.

Location: Helpside  
 395 West 600 North, Suite 100  
 Lindon, UT 84042  
 (800) 748-5102

The Helpside office accepts new employees in the office to complete paperwork from **8:00 am until 4:15 pm** Monday through Friday.

Please have the employees come prepared with:

- Identification for the I-9 form such as a Passport, Employment Authorization Document, or Permanent Resident Card (if applicable) **OR** Drivers' License **AND** Social Security Card or Birth Certificate
- Bank Account and Routing Information for Direct Deposit

### EMPLOYEE INFORMATION

Client Company:		First Name:	Last Name:
Hire Date:	Position/Job Title:		Pay Rate: _____ per _____ Hourly Salary
Job Type: Full-time                      Part-time                      Temporary Full-time                      Temporary Part-time Seasonal Full-time                      Seasonal Part-time                      On Call			
Workers' Compensation Code:		EEO Code:	Overtime Status: Non-exempt                      Exempt
Primary Job Duties:		State Employee Works in:	

### OTHER INFORMATION

Department:	Division:	Benefit Dollar: _____ per month
Project:	Language Preference:	Special Notes:

### AUTHORIZED BY:

Client Contact Name:

Client Contact Signature:

Date: