

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 _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Salary
Job Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary Full-time <input type="checkbox"/> Temporary Part-time <input type="checkbox"/> Seasonal Full-time <input type="checkbox"/> Seasonal Part-time <input type="checkbox"/> On Call			
Workers' Compensation Code:		EEO Code:	Overtime Status: <input type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt
Primary Job Duties:		State Employee Works in:	

OTHER INFORMATION

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

AUTHORIZED BY:

Client Contact Name: _____

Client Contact Signature: _____

Date: _____