



# Municipality of Monroeville Monroeville, PA 15146

## New PT Employee Checklist

- |  |   |
|--|---|
| <input type="checkbox"/> Human Resources Information   | <input type="checkbox"/> LST Exemption Form (If applicable)   |
| <input type="checkbox"/> W-4   | <input type="checkbox"/> Worker's Compensation Memos & Notices  |
| <input type="checkbox"/> Form I-9 <ul style="list-style-type: none"><li>○ Two forms of ID; ex. Passport, driver's license, social security card, birth certificate</li></ul> | <input type="checkbox"/> Part-Time Employee Handbook & Safety Manual  |
| <input type="checkbox"/> Local EIT Residency Certification Form  | <input type="checkbox"/> Additional Information <ul style="list-style-type: none"><li>○ Employee Assistance Program (EAP)</li></ul> |
| <input type="checkbox"/> Direct Deposit Form <ul style="list-style-type: none"><li>○ Attach Voided Check</li></ul>   |   |

I have received all the above-referenced items, and I agree to read each item indicated.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date