



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">○ Two forms of ID; ex. Passport, driver's license, social security card, birth certificate | <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">○ Employee Assistance Program (EAP) |
| <input type="checkbox"/> Direct Deposit Form <ul style="list-style-type: none">○ Attach Voided Check | |

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

Employee Name

Employee Signature

Date