

141 PRYOR STREET, S.W.
SUITE 3030
ATLANTA, GEORGIA
30303
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PERSONNEL DEPARTMENT

Kenneth L. Hermon, SHRM - SCP, IPMA - CP
Personnel Director



Dear New Employee:

You are enrolled in an upcoming New Employee Orientation. **Please print** each applicable document and follow the instructions for submission. Upon your visit to the Personnel Department, **Suite 3030**, please submit your Pre-Employment Documents to **Pamela Chavis**. If you have any questions, please contact Mrs. Chavis, **404 613 0900**. Each new employee is responsible to ensure all applicable documents are notarized prior to submission.

Pre-Employment Documents:

(Must be submitted no later than the Friday prior to your Orientation Date by 4p.m.)

- *1. Employee Verification Form (I9)
(Print, return, and required, stop once you sign and date in section 1)
- *2. Security Questionnaire *(Print, return, and required, must be notarized)*
- *3. Official Oath *(Print, return, required, and must be notarized)*
- *4. Two (2) copies of each: Employee's Social Security Card, Current Driver's License, and Birth Certificate/**or** Current Passport

Benefits:

(Submitted Wednesday during your Orientation)

Provide one (1) copy each of the following applicable documents if your spouse and/or dependent children (up to age twenty-six) obtain Health, Dental, Vision, and/or Group Life Insurance:

- *5. Marriage License/Marriage Certificate
- *6. Dependent Birth Certificate(s)
- *7. Social Security Numbers are required for all enrolled dependents
- *8. Benefits Eligibility Affidavit *(Print, return, and required if you obtain the County's Group Medical Insurance)*
- *9. Life Insurance Form *(Print, return, and required)*

Applicable Documents:

(Submitted Wednesday during your Orientation)

- *10. Direct Deposit or Cash Pre-Paid Form *(Print, return, required)*
- *11. Federal W-4 *(Print, return, required)*
- *12. State G-4 *(Print, return, required)*
- *13. New Employee Telephone Listing *(Print, return, required)*
- *14. Breeze Card form *(If applicable, print and return)*
- *15. Employee Stadium Parking Permit Application *(If applicable, print and return)*
- *16. Employee Self-Identification (ESS) Form *(Print, return, required)*
- *17. Payroll Deduction Cancellation Form **(Reference)**
- *18. Payroll Contacts **(Reference)**