

# EMPLOYEE SUMMARY FORM

<b>NAME:</b>			
<b>STREET:</b>			
<b>CITY:</b>			
<b>STATE:</b>		<b>ZIP:</b>	
<b>SOCIAL SECURITY #:</b>			
<b>DATE OF BIRTH:</b>			
<b>CA DRIVERS LICENSE #:</b>			
<b>HOME PHONE:</b>			
<b>CELL PHONE:</b>			
<b>EMAIL:</b>			

**EMPLOYEE ID NUMBER**  
(Kelley)

**NEW:**

\_\_\_\_\_

**RE-HIRE:**

\_\_\_\_\_

IN CASE OF EMERGENCY	
<b>CONTACT NAME:</b>	
<b>ADDRESS:</b>	
<b>PHONE:</b>	

**EMPLOYEE BADGE #**  
(Kelley)

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FOR "HIRING SHOP MANAGER" ONLY			
<b>RATE:</b>	Salary \$ ____/wk	Hourly \$ ____/hr	Full / Part (circle)
<b>START DATE:</b>			
<b>MANAGER APPROVAL:</b>			
<b>SHOP LOCATION:</b>		<b>JOB DESCRIPTION:</b>	

"HIRING SHOP" MUST INCLUDE THESE DOCUMENTS		
W-4 <input type="checkbox"/>	I-9 (Mgr or Office Mgr signs) <input type="checkbox"/>	MPN <input type="checkbox"/>
<b>DRIVERS LICENSE / ID CARD (copy)</b>		
<b>SOCIAL SECURITY CARD (copy)</b>		
<b>DMV RECORD</b> <u>EMPLOYEE MUST PROVIDE IF DRIVING FOR COMPANY</u>	_____ Leon's representatives CANNOT request this information from the Dept of Motor Vehicles.	

PROCESSING – ACCOUNTING DEPT ONLY		
<b>Input Payroll (Kelley):</b>	<i>enter data to ADP</i>	
<b>Input HR (Vincent, Harold, Kelley):</b>	<i>process the following documents:</i>	
<b>TIMECARD</b> SET-UP IN ADP	Kelley	
<b>PRE-EMPLOYMENT TEST</b> (result)	Vincent	
<b>I-9</b> DEPT HOMELAND SECURITY CK (add to ADP)	Kelley	
<b>EMPLOYEE CENSUS</b> (add to Census Record)	KS	
<b>EMPLOYEE PTO</b> (add to PTO Record)	Harold	
<b>DMV RECORD</b> (add to ADP) <b>INSURANCE CK</b>	Kelley	
<b>email manager 'approved' or 'denied'</b>	Allied   State Farm	