



## *NEW HIRE EMPLOYMENT PACKET*

**ALL FORMS MUST BE COMPLETED AND RETURNED TO YOUR OFFICE MANAGER  
WITHIN THREE (3) WORKING DAYS OF YOUR HIRE DATE.**

Contents:

To be completed by employee:

Personal Data Record  
W-4 Federal Withholding Allowances  
Wisconsin Withholding Exemption Certificate  
I-9 Employment Eligibility Verification  
Direct Deposit Form (if applicable)  
Employee Handbook (return Acknowledgement)  
Sexual Harassment Policy (return Questionnaire & Receipt)  
Information Security Policy (return Acknowledgement)  
Demonstrator Vehicle Policy (sales consultants only)  
Driving Record Policy (return Authorization)  
Employee Voluntary Self-Identification Survey

For employee to read & keep:

Employee Assistance Program (EAP) Brochure  
FMLA General Notice

To be completed and/or returned by Manager:

Payroll Information (located on Data Record form)  
Return completed Application for Employment  
Work Permit (if under 18 years old)  
New Hire Checklist  
Copy of Social Security Card  
MVR Evaluation Worksheet

Failure to complete the forms within the required time period may result in the delay of employee's paycheck.