

## New Employee Packet Instructions and Check List

Welcome to the Morton Grove Park District. As a new employee, you have been given this employee packet with several policy booklets, safety information, and several forms. Please look over the handbook, policies, and safety information. Then follow the instructions provided to complete the forms listed below. **All forms will need to be completed before you are put on payroll. (Do not check off or sign prior to review by HR)**

- YELLOW EMERGENCY CONTACT INFORMATION** - Complete in full
- PERSONNEL CHANGE FORM** - Complete section 1, sign, and date
- CRIMINAL BACKGROUND CHECK** - Complete in full, sign and date
- I9 EMPLOYMENT ELIGIBILITY VERIFICATION**
  - Complete name, address, city, state, zip, maiden name, date of birth, and Social Security number
  - Sign and date
- EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (FEDERAL W-4)**
  - Complete name, address, city, state, zip, and Social Security number
  - Check your marital status in Section 3
  - Write in your total allowance you are claiming on line 5 (0 dependents, most money taken out)
  - Sign and date
- ILLINOIS WITHHOLDING ALLOWANCE CERTIFICATE (IL-W-4)**
  - Complete name, address, city, state, and zip
  - Write in your total allowance you are claiming on line 1 (0 dependents, most money taken out)
  - Sign and date
- PAYROLL CHECK DISTRIBUTION SELECTION FORM**
  - Check form of distribution, Sign and date  
*Complete bottom portion of form if you elect to have direct depts*
  - Complete name, address, city, state, zip, and Social Security number
  - Provide checking and or savings: routing #, account #, and deposit percentage

**A void check or documentation from your bank/credit union must be attached to the form.**
- HANDBOOK RECEIPT ACKNOWLEDGEMENT/EMPLOYEE AT WILL** - Read, sign, print name, and date
- BLOODBORN PATHOGENS POLICY RECEIPT** - Read, sign, print name, and date
- SEXUAL HARASSMENT POLICY RECEIPT** - Read, sign, print name, and date

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Signature (Employee)

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Date