



7500 South 2700 East Salt Lake City, Utah 84121  
801 943-3190 Fax 801 943-3595

### **NEW EMPLOYEE ENROLLMENT**

Congratulations on being selected as an employee for Cottonwood Heights Parks and Recreation Service Area. Before beginning your employment, it is necessary to complete the enclosed enrollment forms. All forms and documentation must be completed before beginning your assigned shifts and duties. The following are instructions for completing the enclosed forms. Please complete all forms legibly and accurately.

#### **EMPLOYEE NUMBER**

Your assigned employee number is used to keep an accurate record of your hours worked. There are three time clocks available for your use: The office break room, the skate guard room and the outdoor lifeguard room. You will be given your assigned number at orientation.

#### **TIME SHEETS**

Written time sheets are a legal way for employees to keep track of time worked. Various departments use these for various reasons (Tennis Instructors, Coordination hours, Private Swim Lessons...etc). ***If you happen to be an employee who uses written time sheet to track hours worked, please make sure to completely fill out all information and turn them in to your supervisor no later the last day of the pay period (Saturday before pay day).*** If you fail to turn these in by the deadline you will not be paid until the following pay day for hours worked. You will be given time sheets and instructions on how to use these at your orientation.

#### **EMERGENCY CONTACT CARD**

Complete all information. This information may be used for any emergency situation and must be accurate to the best of your knowledge.

#### **EMPLOYMENT INFORMATION**

Complete all information. This information is used for payroll purposes and must be accurate to the best of your knowledge. As an employee of CHRC, you are entitled to a single premium membership for your use during your employment. The membership expires upon termination of employment. Please review the membership rules on this form and sign at the bottom of the form.

#### **ACCEPTANCE OF EMPLOYMENT**

This form acknowledges that you accept the position offered, the starting hourly wage, and the starting date (the day of your orientation). You will be compensated for the time spent in orientation. Complete the information, sign, and date in the appropriate places

## **EMPLOYEE POLICIES AND PROCEDURES**

The policies and procedures of the Service Area will be reviewed with you by Melissa at your orientation and with your supervisor before you begin working.

## **STATEMENT OF INELIGIBILITY**

As a seasonal employee without benefits, you are not eligible to enroll in Utah Retirement Systems. It is necessary to keep this form in your personnel file. Please complete Section A (the date of ineligibility is the date you are signing this form) and Section C.

## **FORM W-4**

This form determines the amount of Federal and State Taxes withheld from your paycheck. You must complete the bottom section, making sure to indicate the number of allowances you want to claim in box #5. For most students, living at home, your allowance would be "1" or "0". If you are unsure as to the number of allowances to claim, you may wish to discuss this information with your parents, spouse, or anyone that may help you determine your allowances. Don't forget your signature.

## **FORM I-9, EMPLOYMENT ELIGIBILITY VERIFICATION**

This form is used to verify that a prospective employee can be legally employed in the United States. You must provide documentation with this form. The list of approved documents is on the back of the form. Some suggestions are:

- 1) US Passport
- 2) Driver's License and Social Security Card
- 3) Driver's License and Birth Certificate
- 4) School ID Card and Social Security Card
- 5) School ID Card and Birth Certificate.

Please list these documents in the appropriate place on the I-9 form. You will need to verify this information at your orientation by bringing your ID with you. You may make copies if you choose.

## **AUTHORIZATION FOR RANDOM DRUG AND/OR ALCOHOL TESTING**

This form is a review of the Alcohol and Drug Policy for Cottonwood Heights Parks and Recreation. If you are under 18 years of age, you must have your parents sign the form.

## **CRIMINAL BACKGROUND CHECK**

If you are 18 years or older, you must complete a Criminal Background Check. You must take your driver's license and \$15.00 to the following address, Monday-Friday, 8:00 a.m. – 5:00 p.m.:

Utah Bureau of Criminal Identification  
3888 West 5400 South  
Salt Lake City, Utah 84114  
801 965-4445

The background check must be returned before beginning employment.

**DIRECT DEPOSIT ENROLLMENT FORM**

This form is for **MANDATORY** enrollment in our Direct Deposit service. Please fill this form out clearly and legibly with all pertinent information requested. It is your responsibility to turn this information in before you begin working your scheduled shifts. If you do not turn this form in, it may delay you from receiving your paycheck in a timely manner.

**VIEW MY PAYCHECK**

This instruction sheet explains how to sign up for an online web site created to allow employees to view their pay stubs and other payroll information. Please enroll in this program so you have access to your paystubs, tax information and miscellaneous payroll information. Having Direct Deposit, the Service Area does not print out pay stubs, unless an employee request us to do so.

**NEW HEALTH INSURANCE MARKETPLACE COVERAGE OPTIONS AND YOUR HEALTH COVERAGE**

This form is for your information. It also contains information that the PPACA (Patient Protection Affordable Care Act), or typically referred to as Obama Care, has required employers provide to employees who are not offered health care coverage as part of employment. You will need these forms if you plan on applying for healthcare coverage through the Marketplace.