

# ***Employee Document Guidelines***

## **Offer Letter**

- Verify your address, phone number, and email address
- Sign the offer letter

## **Employment Eligibility Verification Form (I-9 Form)**

- Complete Section 1. Be sure to check a box under “I attest, under penalty of perjury, that I am....
- Sign and date.
- Required acceptable documents (review list on back of Employment Eligibility Verification form carefully for acceptable documents – no substitutions.)
  - ✓ One **ORIGINAL** document from **List A (Example: Passport)**
    - **OR**
  - ✓ One **ORIGINAL** document from List B **AND** one **ORIGINAL** document from List C. **You may not use two documents from the same column. NO PHOTOCOPIES WILL BE ACCEPTED.**
  - ✓ **Examples:**
    - **List B – Driver’s license or ID card** such as government issued or school issued ID card with picture.
    - **List C - Social Security Card** – Laminated cards will not be accepted if the card states on the back “not valid if laminated.”
    - **List C - ORIGINAL or certified copy of birth certificate** issued by a state, county or municipal authority **bearing an official seal. PHOTOCOPIES WILL NOT BE ACCEPTED.** Hospital birth certificates are not acceptable.

## **FICA Alternative Plan Participant Enrollment Form**

This plan is mandatory for all part-time/seasonal employees (see enclosed letter). They need your information to mail annual account balance reports to you. Complete Participant Information, Primary Beneficiary, and sign and date. Contingent Beneficiary optional on first sheet. On second sheet, complete Employee Name, Social Security Number for Employee ID #, and sign and date the bottom.

## **Direct Deposit**

It is mandatory that every employee has his/her wages directly deposited. You may have turned in direct deposit information in the past. If you have not been paid from the City of Green Bay in the past 60 days, your direct deposit information is deleted from the payroll software. You will need to turn in direct deposit information before we can schedule you to work. If you are depositing into a checking account, a voided check must accompany your direct deposit form.

## **W-4 Form**

Complete Items 1-7, and sign and date.

## **City of Green Bay Employee Information**

Fill out your name, birthdate, sex, marital status, and ethnicity for federal reporting purposes only.

## **Work Permit**

Must be for the City of Green Bay Parks, Recreation, & Forestry Department. A work permit from a former job is not acceptable. You can obtain these directly from our office at no charge to you.