*
HRnovations
New Hire Information Form

EMPLOYEE INFORMATION THIS SECTION TO BE COMPLETED BY EMPLOYEE			
Employee Name:	Phone:		
	Social Security #:		
City:			
e-mail address:	Date of Birth: Gender:		
Emergency Contact:	Phone:		
Address:		Zip:	
Relationship:	Alternate Phone		
HRnovations provides employment services to its client companies, including payroll, payroll tax withholding, depositing and reporting, employee benefits, and HR consultation. Employee acknowledges and understands that HRnovations will be responsible for payroll, withholding and timely payment of all applicable employer and employee statutory taxes and insurance. These include social security, federal and state withholding taxes, state industrial insurance premiums and employer and employee paid health insurance. Employee agrees and acknowledges that HRnovations' client company will supervise and control the employees' work activities, physical conduct, set wages, salaries, work hours and employee benefits. It is further understood that employment is at the mutual consent of the employee and employers. Consequently, HRnovations, its client company and/or the employee may terminate this employment relationship at any time, with or without cause or notice.			
EMPLOYMENT INFORMATION THIS SECTION IS TO BE COMPLETED BY <u>SUPERVISOR</u> (VERY IMPORTANT TO COMPLETE ALL INFORMATION IN THIS SECTION)			
Company Name:	Date of Hire with HR Novation	ns:	
Department/ Location:	Original Date of Hire with client:		
Supervisor Name:	Supervisor Phone Number:		
New Hire Group Enrollment	Regular Full-Time (hrs		
Title:	Comments		
FLSA: Pay Type: Exempt Non-exempt Salaried Hourly Rate of Pay: Hour/ Month/ Pay period/ Annual			
Position by EEOC Code: (check the box next to the code which best describes what the employee does or will do most of the time)			
 Official & Managers – Executive/Senior Level (CEO, COO) Officials & Managers – Mid/First Level (manager, supervisor) Professionals (accountants, engineers, scientists) Technicians (drafters, surveying techs, media equipment workers) Sales Workers (brokers, telemarketers, retail, cashiers) Administrative Support Workers (bookkeepers, accounting clerks, support workers) Craft Workers (carpenters, electricians, roofers, mechanics) Operatives (electrical equipment assemblers, testers, truck drivers, forklift operators) Laborers (production and construction worker helpers, freight & material movers) Service Workers (cooks, janitors, medical assistants, police and fire fighters) 			
Approvals:			
Supervisor: Date:	Manager:	Date:	
HR NOVATI ONS Only: Payroll Date Benefits Date			