

Distribution	SUBJECT	Date
	EMPLOYMENT PROCEDURES NOTIFICATION OF COMMENCEMENT OF EMPLOYMENT	01/18/2013

PURPOSE: To establish immediate notification of commencement of employment for payroll enrollment and Worker's Compensation Insurance coverage.

PERFORMED BY: Human Resources Administrator

PROCEDURE: **NOTE: No work is to be done by a new employee before HRA is notified and employee is on FMC Payroll.**

1. HRA, DPM, DM, or AM meets with applicant on the first day of work and completes the enrollment package
2. **BEFORE** any work is done, the following forms from the enrollment package **MUST** be faxed to Clearwater:
 - A) Paycheck Checklist (V-17a)
 - B) Verification of commencement of employment (V-19)
 - C) Copy of Driver's License, birth certificate, etc.
 - D) Copy of Social Security Card.
3. HRA advises Payroll Department the balance of the new employee's information, which was faxed from DM.