

Distribution	SUBJECT	Date
	EMPLOYMENT PROCEDURES RECEIPT OF EMPLOYMENT PACKAGE	01/18/2013

PURPOSE: To establish receipt of employment paperwork, make personnel file copies, and request permanent file.

PERFORMED BY: Human Resources Administrator

PROCEDURE: **NOTE: No paycheck will be prepared or authorized until FMC package has been received in Clearwater.**

1. DM/AM faxes completed employment package to HRA at the Clearwater office.
2. HRA makes copy and disperses as follows:
 - A) Copy to employee's file.
3. HRA provides OA with employee information needed by the telephone answering service (Name and home phone).
4. HRA compiles permanent files for employee.