

BUSINESS NAME: _____

Listed below are benefits that you are offered as an hourly wage employee.

Holidays that are paid after working for ____ Months. New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Vacation starts accruing after 6 months of full time work. Vacation time must be pre-approved.

Health Insurance is available after 30 days full time work and company pays half.

Managers may have other benefits which are listed below:

Check off List

W-4 _____

I-9 _____

Benefits worksheet _____

W-4 & I-9 and personnel sheet must be filled out before the first paycheck will be issued.

PLEASE PRINT ALL INFORMATION

Name: _____

Address: _____

Phone number(s): _____

Email address: _____

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1st Day of Employment: _____

Hourly wage or Salary amount: _____

Full or Part time: _____

Applicable benefits: _____

Signed by Manager: _____ Date: _____