



George's Farm Products, Inc.  
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## NEW HIRE PAPERWORK CHECKLIST

**PLEASE USE THIS CHECKLIST TO MAKE SURE YOU FILL OUT AND RETURN THE NEEDED PAPERWORK.**

### **TO FILL OUT AND RETURN**

- NEW HIRE - EMPLOYEE INFORMATION PAGE
- FEDERAL W-4 FORM
- FEDERAL I-9 WITH IDENTIFICATION AS DESCRIBED ON PAGE 3 OF THE FORM
- STATE IT-2104
- DIRECT DEPOSIT INFORMATION – IF APPLICABLE
- COMPANY POLICY AND PROCEDURES – PLEASE READ AND SIGN
- EMERGENCY CONTACT INFORMATION
- WORKING PAPERS FOR 14-17 YEAR OLDS

### **TO KEEP**

- PAYWEEKS AND PAY CHECK DATES
- NYS SICK TIME INFORMATION

### **TIMECLOCK INFORMATION**

YOU WILL ALSO BE SET UP IN THE TIMECLOCK WITH A PIN NUMBER AND KEY FOB. YOU WILL BE ABLE TO ACCESS YOUR HOURS ON THE APP CALLED "UATTEND". YOU WILL NEED A USERNAME AND PASSWORD TO BE SET UP BY US BEFORE YOU WILL BE ABLE TO ACCESS IT.