

Always Include the Individual's correct name (no nicknames).

Current address must be listed .

ACCOUNTS PAYBLE

- * Attach W9 (with Tax ID # if any) with authorization to pay
- * Current employees can not be processed through accounts payable
- * Include check with authorization

PAYROLL

- * Attach payroll packet for all new employees
- * Current employees do not need payroll packet
- * Include check with authorization if applicable. If applicable submit payroll authroization with check (including roll-ups)

CRIMINAL RECORD CHECK

- * Send workers to Human Resources for CRC before work begins
- * We need authorization from Principal/Director to process CRC - (email or form)
- * Human Resources will confirm authorization by email when CRC has been conducted

STANDARD/NON-STANDARD

- * Please enter the dollar amount in appropriate column (Payroll or Accts Payable) and indicate if it is either a standard or non-standard amount.
- * STANDARD - Rates approved by the Board or Administration
- * NON STANDARD - Rates established by site administrator

*Rollup costs are to be included in check to credit ASN.