All Employee Forms can be found on our website under Employee Resources.

If you are electronically completing the form(s):

1. Select form

2. Once you have opened the form, **download/save the form to your computer** (or you may not be able to properly fill out the form)

3. Complete the form

4. Use E-sign to sign the form *OR* print to sign the form

5. Return form to appropriate administrator

If you are printing the form(s) to complete:

1. Select and print form

2. Complete the form with blue or black ink

3. Sign and date form

4. Return form to appropriate administrator