

Employee Number: _____

Employee Name: _____

Employee Cell Phone Number: _____

Current Email Address: _____

Additional information needed with payroll paperwork:

I-9 supporting documents: The list of acceptable documents is on page 3 of 3 of the I-9 form. Original documents must be brought in to our office to verify. Photocopies are not allowed due to E-Verification requirement.

Direct Deposit document: A voided check or something on bank letterhead that shows your routing number and account number. (NOT A DEPOSIT SLIP)

If you have any questions regarding this payroll packet, please contact Marlene Hague, Human Resource Specialist at 317-392-2505 ext. 1238 or via email at mahague@shelbycs.org.