

To Get New Hire Entered, Employee Number & Set Up With Enrich/IT.

- First page of Completed application.
- Copy of Driver license
- Copy of Social Security Card or Birth Cert.
- W4 form Completed
- State Tax Forms Completed

Name _____ Hire Date _____ Position _____
Location _____ Part-time or Full-time

Fax this Form with the noted information to
Alice Paul or Carli Kuntze at Support Center.

Fax numbers: 330-759-5558 Or 330-759-5535

****After information is faxed this process may take up to 48 HRS.**

***An email will be sent out with the new employee's number.**

**** Reminder – Send Wage Recommendation form in to Paul Slater ****

Mail the Completed Hire pack to support center

Attention Alice Paul