

# Full-Time Employee Information Form

Please fill out the following information for your payroll file:

Name:

First

M.

Last

Mailing Address:

Same as physical address?

Yes

No

If physical address is different:

Primary Telephone Number:

( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Social Security Number:

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Email Address:

## Miscellaneous Info:

Our pay dates are bi-weekly; meaning that there are 26 pay dates in a calendar year.

Your benefits are effective on the 1st of the month following your 30 day employment anniversary.

PERS is an employer-paid retirement fund that the county contributes to on your behalf. (28% for regular employees and 40.5% for law enforcement). Once you have completed 5 years of service, you are then vested with the retirement system and eligible to a benefit upon retirement age.

If you need to change your address, please contact the Comptroller's Office as soon as possible.

Your first check will be a paper check for the Prenote Authorization of Direct Deposit if you choose that option

By signing below, I understand that it is my responsibility to contact the Comptroller's Office if my address or personal contact information changes.

Employee Signature:

Date: