

P-12 Employment Checklist

This form is to be used to transmit the documentation for a new employee. Please note that items 1 through 8 are mandatory!

Item 2 is mandatory if the new employee is in a maintenance position.

Item 9 is mandatory if the applicant answered "yes" to any of the medical review questions.

Item 10 is also mandatory if the new employee is given a rent free apartment or discounted rent as part of their benefit package. If a rent free or rent discount is given, the appropriate Payroll Deduction Authorization must be filled out and signed on the P-2/I-9 form.

Item 11 is also mandatory if the employee selects coverage under our group insurance policy. (New employee must be full time and work a minimum of 25 hours per week). If the new employee does not want group insurance coverage, then the Waiver on the P-2/I-9 must be signed.

Since the P-1, P-1(a) must be sent to Monarch before the other required documentation, it is okay to "x" those items on the P-12, even though they are not attached to the P-12.