

## P-2/I-9 PERSONNEL ACTION

### P-2

This is used to notify the Monarch Payroll Clerk of a hiring or any pertinent status change of an employee. Check the appropriate action at the top of the form and all appropriate information listed.

Payroll Deductions: All payroll deductions including rent free apartments, group insurance, (the payroll deduction authorization on the P-2 must be signed if dependent coverage is chosen, call the payroll clerk for any group deductions), extra tax withholding, etc., must be authorized by the employee. For rent-free apartments or discounted rent, the employee is also required to sign an *Employment Agreement Addendum*.

Waiver of Group Insurance: Must be signed if employee chooses not to enroll in the group insurance plan. Employee must also complete a Group Insurance Enrollment form declining coverage.

W-4: A current W-4 for every employee is required to be in the payroll files at all times. The name must be the same as on their social security card (no nicknames here). The employee must also indicate marital status and the number of exemptions claimed. Employees should not claim more dependents on the W-4 than they actually have; however, they may claim fewer in order to increase withholding.

To claim *exempt* the employee must meet the criteria set forth on line 7.

I-9 Employment Eligibility Verification (BACK): Sections 1 and 2 are required of all new employees. It serves as proof that the employee is legally eligible to work in the United States. Acceptable documents are shown on the accompanying list. One document from List A or one document from List B and C is required. Copies of documentation must be stapled to the back of the form. These sections should only be completed when the employee is initially hired. If any of the documentation given in Section 2 has an expiration date, you must get a copy of the new document once the old document expires and send it to Monarch. Both front and back must be copied where applicable.

Manager and Supervisor must sign every *Personnel Action, form P-2*.

If the new employee is permanent and works at least 25 hours per week, have them fill out a Group Employee Application and send it along with the P-12 form. (See Page 2 in Personnel Policies for an explanation of group insurance benefits.)

HIRING PROCESSING procedures are found in the instructions for form P-1.