



Paperwork for New Employee Orientation

As a new employee, you will need to complete several documents (see list on back) for New Employee Orientation. You will also need to bring in forms of identification for employment eligibility verification and the mandatory direct deposit form along with a voided check or copy savings account statement.

For your convenience, these forms are available online and can be completed prior to your New Employee Orientation date.

www.visitmonmouth.com

**Click on Employment, then
Click on New Employee Orientation**

Follow the instructions for completing the New Hire Paperwork on the New Employee Orientation page, which contains: Employment Data Form, W-4 Form–Federal, W-4 Form–State, I-9 Form and Direct Deposit Form.

There are several choices of Pension Forms to choose from. You will complete one of the following:

	PENSION FORM 1	Pension Enrollment Form (PERS or DCRP)
	PENSION FORM 2	Police and Fire Retirement System Enrollment Form (PERS)
	PENSION FORM 3	Report of Transfer Form
	PENSION FORM 4	Interfund Transfer Form

NOTE: Each form contains interactive form fields that you tab through to complete. For your convenience, these fields are highlighted on your screen. If you can't see this, click on the "Highlight Fields" icon on the Adobe menu bar. Once completed, the form can be printed but not saved. Therefore, make sure you are connected to a printer.

In order to view or download the New Employee Orientation Paperwork, you will need the latest version of Adobe Acrobat Reader, free software for viewing and printing PDF files. Visit <http://get.adobe.com/reader/> for a free download.

If you do not have access to the Internet and a printer, you may contact the Monmouth County Human Resources Department at 732-431-7300 to request these forms to be mailed to you. You may also consider contacting the Monmouth County Library Headquarters at 732-431-7220 for the nearest branch location for Internet and printer access.



What you need to bring to New Employee Orientation

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Social Security Card* - Bring in original

* If you don't have your original S.S. card, you must immediately apply for a replacement at your nearest S.S. Office prior to New Employee Orientation. If you have not received the replacement prior to New Employee Orientation, you will need to bring in a copy of the SS-5 Application to Orientation as proof of application.

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Two Forms of Identification* - Bring in original

* Your Social Security Card will be accepted as one of the forms of identification. Yet, your second form of identification must come from the 'List of Acceptable Documents' (see website) from List A or List B (e.g. a U.S. Passport or Driver's License).

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Signed Conditional Offer Letter

Each page of this letter must be initialed by your name and signed on the last page.

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Signed Final Offer Letter

Each page of this letter must be initialed by your name and signed on the last page.

Complete New Employee Paperwork Online

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Employment Data Form – Complete and sign

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W-4 Form – Federal – Complete bottom half and sign. Make sure to complete Box 5.

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W-4 Form – State – Complete top half and sign. Make sure to complete Box 4.

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I-9 Form (Employment Eligibility Verification)– Complete top half and sign.

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Direct Deposit Form – REQUIRED – Checking Account: Bring in a voided check. Savings Account: Bring in top portion of Savings Account Statement indicating bank name, transit routing number/ABA and Savings Account number (all private information may be withheld).

Complete appropriate Pension Form

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Pension Form (See reverse side for the appropriate Pension Form to select)