

Forms Located on New Hire Portal

Required Forms

Online

- ☐ Personal Information
- ☐ Acknowledgements
- ☐ Citizenship Status Form
- ☐ Employee Invention and Confidential Information Agreement Form*
- ☐ Kansas K-4 (Kansas employees only)
- ☐ W4

Print (hardcopy)

- ☐ Health Care Enrollment **OR** Waiver Form
- ☐ Domestic Partner Certification (if applicable)
- ☐ Basic Life, AD&D and BTA Insurance
- ☐ Short Term Disability
- ☐ Employee Invention and Confidential Information Agreement Form*

Please complete and sign
all mandatory and
appropriate optional forms
(online and hardcopy).

Return the hardcopy forms to
the HR Information Center.

Optional Forms

Online

- ☐ 401(k) Plan Contribution (previous employer contributions)
- ☐ Automatic Payroll Deposit
- ☐ Invitation to Self-Identity
- ☐ Flexible Spending Accounts
- ☐ Direct Deposit Authorization for Health and Dependent Care Spending Accounts
- ☐ Voluntary Term Life Insurance
(additional forms included if electing coverage above guarantee issue amounts)
- ☐ Pre-Paid Legal
- ☐ EDD – Employee Withholding (CA only)

*** Employee Invention and Confidentiality Agreement:** requires completion of both an online form and a hardcopy form

(I-9) Employment Eligibility Verification: Sent separately to you by email. (Not located on portal.) Complete part I online. You must also present original documentation on Day One.