



INSTRUCTIONS FOR COMPLETION OF SHORT-TERM/ SUBSTITUTE PAPERWORK

W-4: Do Not leave box #5 blank (your Social Security card is required for payroll verification of your name and Social Security Number.) Bring your card with you

Employment Eligibility Verification :

(Review the list on the reverse side of the form—you may use either one item from list A only, or one item from list B and one from list C).

Physician Designation : _____ DO NOT
must

Your name, social security number, signature and completion of the Emergency Information are required regardless of whether or not a doctor is designated.

Warrant(s) Recipient Designation ~~RECEIVED~~ 10 0 U

Family Medical Leave Act