



Employee Requisition Form

(Section to be completed by HR)

Name of employee hired/promoted: _____

Required Forms:

<u>FORM</u>	<u>DATE RECEIVED/INITIALS</u>
EMPLOYEE REQ.FORM	
ICHAT (background check)	
CONCENTRA	
DIRECT DEPOSIT	
I-9	
EMPLOYEE HANDBOOK	
EMERGENCY CONTACT	
W4/MI W4	
OPT IN/OUT FORM	
BCN	
SVS	
DELTA DENTAL	
MERS	
NIS	
MINNESOTA LIFE	
APPOINTMENT LETTER	