

# Forms

The following is a list of the most frequently-used forms in Human Resources, listed by category. If you need assistance, feel free to contact us.

## **General Forms**

Employee Information Change Form (Changes to address, phone number, marital status, etc.)  
Emergency Contact Form  
Swanson Wellness Center Waiver

## **Benefits**

Contribution Authorization Form  
Dental Enrollment Form  
Health Insurance Enrollment Form  
Health Insurance Member Change Form  
Flexible Spending Account Health Reimbursement Form  
Dependent Care Spending Account Reimbursement Form  
Life Insurance Beneficiary Change Form  
Mail-Order Prescription Plan Form  
Retirement Plan Salary Reduction Form  
Retirement Plan Transfer/Rollover Form  
Affidavit of Domestic Partnership

## **Family and Medical Leave**

FMLA Request Form  
Medical Certification form for Employee's Serious Health Condition  
Medical Certification form for Family Member's Serious Health Condition  
Medical Certification form of Qualifying Exigency  
Medical Certification form for Serious Injury or Illness of Covered Servicemember

## **Payroll Forms**

Direct Deposit  
I-9 Form  
Local Earned Income Tax Residency Certification Form  
Timesheet (Exempt)  
Timesheet (Non-Exempt)  
W-4 Form

## **Performance**

Performance Evaluation Tool (Word Format)  
Performance Evaluation Tool (Acrobat Pro Format)  
90 Day Evaluation  
6 Month Evaluation

## **Recruitment**

Employment Application  
Requisition for Personnel Form  
Guidelines for Candidate Travel & Interview Expenses  
Reimbursement for Search Expenses Form

## **Tuition and Education Benefits**

Tuition Exchange Request Form  
Tuition Remission Request Form  
Graduate Reimbursement Program Request Form

## **Workers' Compensation**

Injury/Illness Report  
Workers' Compensation Panel of Physicians

## **Training:**

Harassment Prevention Training  
Management Essentials Training (For Supervisors)  
Performance Evaluation Training (For Supervisors)

## **Collective Bargaining Agreement**

SPFPA - Security, Police, and Fire Professionals of America Agreement