

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