EMPLOYEE NO.___

PARKS AND RECREATION DEPARTMENT
EMPLOYEE DATA SHEET

INSTRUCTIONS: This sheet is to be completed by all part-time employees that work 9 to 19.5 hours/week on a regular basis, or 0-40 hours/week on a temporary/seasonal basis. Once completed, attach it to completed W-4 and I-9 forms and forward to Human Resources.

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

ADDRESS CHANGE: _____

E-MAIL ADDRESS: _____

HOME/WORK PHONE: _____

DATE OF BIRTH: _____

DATE EMPLOYED: _____

SOCIAL SECURITY NO. _____

Account No.	Job Code	Project Code	Position	Grade	Step	Hours Worked	Hourly Pay Rate	Effective Date	Initials