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PARKS AND RECREATION DEPARTMENT <u>EMPLOYEE DATA SHEET</u>

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.

IAME:	
ADDRESS:	
CITY, STATE, ZIP:	
-MAIL ADDRESS:	
DATE OF BIRTH:	
DDRESS: ITY, STATE, ZIP: MAIL ADDRESS: OME/WORK PHONE:	

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