

## **ITEMS TO BRING TO NEW HIRE MEETING**

**Identification for Fingerprinting:** An unexpired state issued drivers license **or** an unexpired state issued ID card **or** a U.S. military ID card provided they contain a photograph or information such as name, date of birth, gender, height, eye color and address **or** an unexpired U.S. passport. You will not be fingerprinted without one of these documents and will not be processed as a PASAR employee until you are fingerprinted.

**Identification for I-9 form:** Identification for us to view to complete your I-9 form. Read carefully page 2 of the I-9 form for an acceptable list of identification documents you may bring for us to complete the I-9 form. You may bring any List A document **OR** a combination of List B and a List C document. Documents must be originals and unexpired. You will not be able to report to work until the I-9 form is complete. **See Form Section.**

**Social Security Card:** Our payroll records must match the name on your social security card. Please bring the social security card for us to view.

**W-4 Deductions:** W-4 form requires that you indicate the number of deductions you wish to take. **See Form Section.**

**Your Best Smile:** A picture will be made for your PISD identification badge.

**THANK YOU AND AGAIN WELCOME TO PISD!**