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TO: New Hires
FROM: Laura Hardcastle
SUBJECT: Initial Sign Up for New Employees

New Hire/Orientation paperwork needs to be submitted to Human Resources no later than 3 business days from the date of hire.

All new employees will need to bring the following items when they come to do sign up for their benefits:

- 1) Driver's License, Military Identification, or School Identification Card needed for identity purposes.
- 2) Social Security Card (if the back of the social security card states that the card cannot be laminated, those social security cards will not be accepted) or Certified Birth Certificate needed for eligibility for hiring purposes.
- 3) If any of these are not available, a passport or other identification will be sufficient for identity and eligibility for hiring purposes. We will refer to the Employment Eligibility form.
- 4) For beneficiary information on life insurance, please bring name, address, date of birth, social security number and relationship of the beneficiary(ies).
- 5) For health, dental, and life insurance information (full time employees), please bring the name, date of birth, social security number and relationship of the dependent(s) to be covered. A copy of the marriage license is required if covering spouse or stepchildren on health, dental and life benefits; and a copy of the birth certificates for dependent children is required if covering on health, dental, and life benefits.
- 6) For direct deposit, the employee must bring a voided check (an original or a copy), a bank card that has the routing number and account number listed (deposit slips cannot be accepted), or a letter from the bank that has the employee's name, routing number and account number. An employee can have their paycheck direct deposited into one, two, or three accounts. If the employee chooses to have their paycheck deposited into two or three accounts, we would need to have voided checks, bank card copy for each account, or a letter from the bank that has the employee's name, routing numbers and account numbers. If an employee chooses not to have direct deposit, a waiver form must be completed.

If you have any questions, please contact Human Resources at 254-933-5118.