

CASUAL EMPLOYEE HIRING CHECK LIST



Application Process for Casual Employee:

- Casual Employee Contract - Required for Each Session of Employment
- Casual Employee Invoice - Sent to Casual Employee to Submit for Payment
- Marketplace Coverage Options Information - Required to Be Sent with Each Session with the Casual Employee Contract
- I-9 Form - Required Once Per Year
- W-4 Federal and IT-2104 State Tax Forms - Required Once Per Year

Appointment Process for Board Agenda/Addenda:

- Casual Employee Contract
- I-9 With Required Documents for Backup
- W4 & IT-2104 Tax Forms

- Fingerprinting - Must be cleared prior to placement on the Board for appointment

Board Appointment Date: