

Employee Application Check List

The following items must be completely filled out and returned with the packet to HR department.

Date last updated: _____

| Name | |
|--|--|
| Employment Application | |
| ESP Services Agency Contractor Guidelines | |
| ESP Services Holiday/Full/Temporary Status Form Pg 1 of 3 | |
| Consumer Report/Background Check Disclosure Notification | |
| Policy Regarding Illegal Drug Abuse | |
| Drivers Policy | |
| Company Credit Card Policy | |
| ESP Wage Correction Policy | |
| ESP Services Wage Overpayment/Underpayment Policy | |
| Wage Deduction Authorization Agreement | |
| Temporary/Seasonal Employment Notification | |
| W-4 | |
| Employment Eligibility Verification Form I9 | |
| ADP Time and Labor Management Bookmaking Site | |
| Employee Quick Reference Card | |
| ESP Services Blank Timesheet | |
| Payroll Direct Deposit request and Copy of Voided check... | |
| Provide a copy of documents from the List of Acceptable Documents I-9 List A, List B, List C | |

Please return this with your paperwork... paperwork can be sent to ESP by FAX 713-715-4706 or -1-88-686-7694

Mail to ESP Services ,5209 Irvington, Houston, Texas 77009

Email to darlenephelan2000@yahoo.com

ESP SERVICES

ESP Services would like to welcome you and be the first to congratulate you on your new opportunity! As with all new employees we (ESP Services) would like to help you with any questions you might have. Below you will find general administrative information that should make your transition easier. If you have any questions or concerns please call or e-mail us at anytime. We are always eager to assist and answer any questions you might have.

1. Complete application
2. Copy of Drivers License-----will not receive pay unless this item is turned in
3. Copy of Social Security Card--- will not receive pay unless this item is turned in
4. Timesheet attached keep with you
5. ADP Time and Labor Management
6. EZLabor online time – Client Name—ESPEnterprisesInc.(please type exactly)
7. Fax numbers to turn timesheets into 713-715-4706
8. Email darlenephelan2000@yahoo.com with any payroll questions or call 713-429-5018
9. Remember all timesheets must be turned in by Monday by 5pm end of business day. If not turned in on time, you will have to wait until the following week's payroll to process. There will be **no exceptions**.
If you need to turn your time into a Supervisors please allow enough time for the supervisor to turn them into the ESP by the deadline.