# **Paychex Onboarding Account Creation Form**

### Welcome to Maple Ski Ridge.

Please fill out all items below so that we can create you an account in Paychex. You will recieve an email with directions on how to complete your onboarding.

Last Name	First Name	Middle Inital (if any)	Other Last Names Used (if any)		
Address (Street Number & Name)		Apt Number (if any)	City or Town	State	Zip Code
Date of Birth (mm/dd/yyyy) U.S. Social Security Number		Email Address		Cell Phone Number:	

### Please provide at least one Emergency Contact Person:

Emergency Contact Name	Relationship to you	Phone Number

### Identification for I9 Form:

Please see the chart below and bring the proper Identification to your interview.

#### LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

	LIST A Documents that Establish Both Identity and Employment Authorization	OR		LIST B Documents that Establish Identity AN	ID	LIST C Documents that Establish Employment Authorization
2.	U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a		1.	Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1.	A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH
4.	temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa Employment Authorization Document		2.	ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth.		INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issued
	that contains a photograph (Form I-766)			gender, height, eye color, and address School ID card with a photograph		by the Department of State (Forms DS-1350, FS-545, FS-240)
5.	<ol> <li>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:         <ol> <li>Foreign passport; and</li> <li>Form I-94 or Form I-94A that has</li> </ol> </li> </ol>	4. 5. 6. 7. ort; 8.	-	Voter's registration card	3.	Original or certified copy of birth certificate issued by a State,
			5.	U.S. Military card or draft record		county, municipal authority, or territory of the United States
			6.	Military dependent's ID card		bearing an official seal
	the following:		7.	7. U.S. Coast Guard Merchant Mariner	4.	Native American tribal document
	<ol> <li>The same name as the passport; and</li> </ol>		Card	5.	U.S. Citizen ID Card (Form I-197)	
	(2) An endorsement of the alien's		-	Native American tribal document	6.	Identification Card for Use of
			9.	Driver's license issued by a Canadian government authority		Resident Citizen in the United States (Form I-179)
		F	or persons under age 18 who are unable to present a document listed above:	7.	Employment authorization document issued by the Department of Homeland Security	
of Micronesia (FS of the Marshall Is Form I-94 or Forr nonimmigrant ad Compact of Free	Passport from the Federated States of Micronesia (FSM) or the Republic		10	. School record or report card		
	of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating	hall Islands (RMI) with	11	. Clinic, doctor, or hospital record		
	Form 1-94 of Form 1-94A Indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		12	. Day-care or nursery school record		

### Employee Signature: \_\_\_\_

### Working Papers:

If you are between the ages of 14 and 17 you will need to provide us with the ORIGINAL working paper that you recieve from your HS Guidance Counselor. Please place an "X" in the box for what you will be providing.

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Ages 14 & 15: Blue 18 or Over: No working Papers Require	ges 14 & 15: Blue			

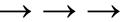
Ages 16 & 17: Green

Types of Identification Provided to Maple Ski Ridge:				
From List A (One):				
0	R			
From List B (ONE):				
A	ND			
From List C (ONE):				

Office Use Only:		
Base Pay (Minimum Wage)	\$15.50	Reason
Added Pay (Certifications)		
Added Pay (Certifications)		
Added Pay (Certifications)		
Total Hourly Wage:		·
Wage Approved by:		

Date:

If you are 14 to 17 years old, please flip this paper over and get your parent or guardian to help you fill out the next section.





## **Under 18 Parental Signature Form**

1) I, the undersigned, understand that I alone have authorization to communicate with Maple Ski Ridge regarding any and all payroll information, including picking up my paychecks.

Employee Initial: \_\_\_\_

Parent/Guardian Initial:

2) I understand that I alone am responsible for communications with Maple Ski Ridge regarding my schedule, any requested days off and any sick call outs.

Employee Initial:

Parent/Guardian Initial:

 I acknowledge that if I have any questions regarding my paycheck and pay rates that I am to email both my supervisor and the payroll department.

Employee Initial: \_\_\_\_\_ Parent/Guardian Initial: \_\_\_\_\_

4) I, the undersigned, give permission to Maple Ski Ridge, and/or parties designed by MSR to record, videotape and photograph the person named below in image and/or voice of all forms of media, including by not limited to company website, FaceBook, Instagram, newsletter, pamphlet, and for any and all promotional purposes including advertising, display, audiovisual, exhibition or editorial use. I further consent to the use of the name of the person named below in connection with the photographs if needed by MSR. I also understand that there will be no financial compensation for my time or expenses for this consent to photograph or use of the person's name and release MSR from any claims.

Employee Initial: \_\_\_\_

Parent/Guardian Initial:

5) Our insurance company is requiring that we provide training on The Safe Sports Act to all employees, and that our employees who are less than 18 years of age must have parental or guardian permission to attend this training. The training is provided online as part of their Onboarding process. By initialing and signing this form, the parent/guardian is giving permission to the minor to take the training.

Employee Initial:	Parent/Guardian Initial:
Employee Printed Name:	Date:
Employee Signature:	
Parent/Guardian Printed Name:	Relationship to Minor:
Parent/Guardian Signature:	Date:



518.381.4700 | info@mapleskiridge.com 2725 Mariaville Road, Schenectady, NY 12306 www.mapleskiridge.com

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