

# MARDEN'S INC.

## HIGH PRIORITY FORM

THIS FORM **MUST** BE COMPLETED AND SCANNED TO PAYROLL (GAIL) PRIOR TO THE EMPLOYEES' 1<sup>ST</sup> SHIFT!

**Rehire?** Yes \_\_\_\_ No \_\_\_\_ Default Store/Warehouse Location: \_\_\_\_\_

Emp. Name: \_\_\_\_\_ DOB: \_\_\_\_\_

SSN# \_\_\_\_\_ F/T \_\_\_\_ P/T \_\_\_\_ Sex – Male Female Non-binary

Address: \_\_\_\_\_ Apt# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Date: \_\_\_\_\_ Badge # \_\_\_\_\_ First Shift Time: \_\_\_\_\_ Rate: \_\_\_\_\_

\*Default Job: \_\_\_\_\_ \*\*Primary Skill: \_\_\_\_\_

\*Choose 1 job from the Default job list

\*\*One Skill is required, employee can have multiple skills

Secondary Skill: \_\_\_\_\_

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### \*Common List of Default Jobs to choose from-

Asst. Store Manager	Maintenance
Asst. Warehouse Manager	Mechanic
Associate	Receiving Clerk
Cash Office Clerk	Store Manager
Commissioned Salesperson	Supervisor
F/F Laborer	Truck Driver
Lead Clerk	Warehouse Manager
LP Associate	Warehouse Worker

### \*\*Full List of Skills to choose from-

Admin	FF Laborer
Associate	Garage
Cash Office	Hardware
Cashier	Loss Prevention
Clothing	Management
Driver	Salesperson
Fabric	Service Desk

Manager: \_\_\_\_\_

Asst. Manager: \_\_\_\_\_

Supervisor: \_\_\_\_\_

In the event a New Employee is hired on a Friday night or a weekend while the corporate office is closed and no username/employee number has been assigned in KRONOS for them, the employee will need to complete their new hire checklist in KRONOS on the next scheduled workday. These employees' taxes will default to Single 0 until the W-4 is completed.

**Manager Signature:** \_\_\_\_\_

Email this form to Gail @ Gchampine@mardens.com