

MANAGER PERSONAL INFORMATION

[DOCUMENT RETAINED in EMPLOYEE FILE at BigRedF OFFICE]

LEGAL NAME _____

PREFERRED NAME / NICKNAME _____

HAVE YOU PREVIOUSLY BEEN EMPLOYED WITH THE BRF RESTAURANT GROUP? *CIRCLE: Y or N*

DATE OF BIRTH _____

[Employees under the legal drinking age may **NOT** consume alcohol at the BRF Restaurants]

EMAIL ADDRESS _____

[Employees are responsible for all electronic communication sent to the email address provided]

PHONE NUMBER _____ OK TO SHARE WITH TEAM? *CIRCLE: Y or N*

CURRENT ADDRESS _____

PERMANENT ADDRESS _____

EMERGENCY CONTACT _____

[Name, relationship and phone number]

KNOWN ALLERGIES _____

BigRedF OFFICE USE / HR

DIRECTOR OF OPERATIONS/HIRING MANAGER

NEW HIRE PAPERWORK

- Training Commitment
- BRF Family Fund [ATTN: BigRedF office for deduction set-up]
- Harassment Policy
- W-4
- Colorado Affirmation [File in CO-Affirm binder with copy of IDs]
- I-9 [File in separate I-9 binder]
- Tip Pool/Tip Credit Notice
- Employee Handbook Acknowledgement

ORIENTATION CHECKLIST

- Required Certifications Scheduled [TIPs, CPR, SS]
- New Hire Paperwork/File sent to HR
- Marketing Team Alerted [bio/biz card]
- Job Title _____

HR CHECKLIST

- Signed Offer Letter
- ADP Payroll Set Up: Export ID # _____
- ADD to Salary Spreadsheet / Pivot Table
- Benefits Schedule

COMMUNICATION

- BigRedF Email
- Admin Access to ADP, Shiftnote, Drive, Schedulefly
- BigRedF Contact List
- Announcement in BigRedF Weekly

TERMINATION/SEPARATION

- Eligible for rehire? *CIRCLE Y or N*
- Last Day Worked [Date] _____
- Remove CO-Affirmation from Binder & Destroy
- Remove I-9 from Binder & Add to Employee File
- Add ALL Employee Docs to Employee File

COMPLETE ONLY AFTER FINAL PAYROLL IS PROCESSED:

- In Store Manager Termination Checklist
- Send Employee File to BigRedF Office
- Zap in Aloha
- Terminate in ADP

_____ Manager Initials