

# BigRedF EMPLOYEE INFORMATION

**MANAGERS: PLEASE STAPLE FORM TO THE INSIDE OF THE EMPLOYEE FILE FOLDER**

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 \_\_\_\_\_

## OFFICE USE

> Employee File Checklist [all documents retained in employee file unless otherwise noted]

- Training Commitment
- BRF Family Fund [ATTN: BigRedF office for deduction set-up]
- Harassment Policy
- Employee Handbook Acknowledgment
- 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
- Connect for Health Info [provide to Employee]
- Job Title \_\_\_\_\_
- Pay Rate \_\_\_\_\_
- Aloha Set Up: Employee # \_\_\_\_\_
- ADP Payroll Set Up
- Export ID # \_\_\_\_\_

## 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:

- Send Employee File to BigRedF Office
- Zap in Aloha
- Terminate in ADP

## COMMUNICATION SET-UP

- Staff email / Phone list
- Schedulefly
- Required Certifications Scheduled [TIPs, ServSafe]

\_\_\_\_\_ Manager Initials