

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
- I-9 [File in separate I-9 binder]
- Tip Pool/Tip Credit Notice
- Connect for Health Info [provide to Employee]
- KCMO Employee Liquor Permit [Employee submit copy]
- 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

_____ Manager Initials