



	Completed On	Completed By
Personal Information		
<input type="checkbox"/> Name Please click the blue title to review your Name. If any information is not correct or is missing, please make the change then click "Save" and "Submit".	-	-
<input type="checkbox"/> Date of Birth Please click the blue title to review your Date of Birth. If any information is not correct or is missing, please make the change then click "Save" and "Submit".	-	-
<input type="checkbox"/> Social Security Number Please click the blue title to review your Social Security Number. If any information is not correct or is missing, please make the change then click "Save" and "Submit".	-	-
<input type="checkbox"/> Contact Information Please click the blue title to review your Address, Email, Cell Phone, Home Phone and Emergency Contacts. If any information is not correct or is missing, please make the change then click "Save" and "Submit".	-	-
Employee Documents		
<input type="checkbox"/> Headcount Employee Policies Please follow the instructions below: 1. Download the document 2. Please review each page of the document. Once you have reviewed this document, please sign and date page four, six and eight of the document. 3. Once you have signed the document, you must upload the completed form by clicking on the 'upload' button. 4. Once you have uploaded the document(s), you must mark it as complete.	-	-
<input type="checkbox"/> My Form Withholding Please follow the steps below. 1. Click the blue button to proceed the next screen. 2. Click on the 'ADD NEW WITHHOLDING' button found on the top right hand corner of the screen. 3. If your state has withholding form, the Kronos system will present you with both the Federal and State forms. You must submit both to have correct taxation. 4. To sign your form(s) please click SUBMIT Withholding on the top right hand side. 5. Once you have submitted your W-4, you must mark it as complete. MAKE SURE YOU SUBMIT EACH FORM!	-	-
<input type="checkbox"/> My Direct Deposit To enroll in Direct Deposit, please follow the steps below: 1. Please click the blue title to start your direct deposit 2. Click 'Add' found on the top right hand side. 3. After completing the fields, click "Save" and then click "Submit Direct Deposit Form". 4. Once you have submitted your Direct Deposit, you must click the box to mark it as complete. If you would like to set up more than one account, please follow steps 2 and 3 again. If you do not complete a direct deposit, you will receive a live check. All Live Checks will be mailed via United States Postal Service from check processing facility.	-	-
<input type="checkbox"/> How to Enter Time & Expenses Please follow the instructions below: 1. To review how to enter your time and expenses, download the document. 2. Once you have reviewed the document, you must mark it as complete.	-	-
<input type="checkbox"/> Medical Insurance Please follow the instructions below: 1. To review the Medical Insurance, download the document. 2. Please review and complete the packet. You must email your completed packet to support@headcountmgmt.com and veronica.christian@medova.com. You must also upload your health insurance packet in Kronos. 3. Once you have completed step 2, you must mark it as complete and upload the completed form. NOTE: If you enroll, your insurance will start 30 days after the start of your employment. If you fail to upload the completed form within 28 Days from the start of your employment, you will not be eligible again to enroll until next Open Enrollment or Live Change Event.	-	-
<input type="checkbox"/> My Form 19s	-	-
<input type="checkbox"/> Aflac Enrollment Headcount offers Aflac Short Term disability, Aflac Whole and Term Life Insurance, Aflac Accidental insurance, Aflac Hospitalization insurance. If you are interested in learning more about your Aflac options please email support@headcountmgmt.com for information.	-	-