



New Hire Process

(To be used by the CMG On-site Representative)

On the first day of employment (or a couple of days before if possible) you will give each new hire a 'new hire packet' including the documents listed below:

- Employee Personal Data sheet*
- W-4*
- I-9 Employment Eligibility Verification*
- Direct Deposit*
- Application for Employment*
- Confidentiality Agreement
- (Client)/CMG Employee Handbook
- Starbridge Select Sickness and Accident Plan information
- Group IRA information
- CMG Timesheet
- New Hire Checklist

(Each CMG client may require additional forms specific to their business)

Conducting Orientation

Employee Personal Data Sheet*

- The one page Employee Personal Data sheet is to be completed by the new employee. Make sure we have the correct address, phone number and emergency contact information is completed. **NOTE:** An emergency contact should be someone to notify that can make decisions for the employee in the event the employee becomes unconscious.

W-4 form*

- The W-4 form is to be completed by the new employee. If the employee is unsure about how many deductions to take, please refer them to the W-4 worksheet attached to the W-4 form. **NEVER** give advice on how many deductions an employee should take. Let them know they can make changes anytime.

Employment Eligibility Verification (I-9 form)*

- The CMG representative conducting the orientation needs to be very familiar with this form. The CMG representative will be filling out the “Employer” sections. This form **MUST** be completed within 3 days of the first day of employment. It is a three page document consisting of:
 - ◆ **(Page 1):** Instructions for both the employee and employer; both should **READ THE INSTRUCTIONS CAREFULLY**.
 - ◆ **(Page 2):** Both the employee and the employer will have sections to fill out. The employee fills out Section 1 and the employer fills out Section 2. If the employee is a re-hire, refer to Section 3. These sections must be **COMPLETELY** filled out.
 - ◆ **(Page 3):** Has a list of acceptable documents. Understand the acceptable combinations; One from List A **OR** one from List B **AND** List C.
NOTE: At no time is it acceptable for the employer (CMG On-site Representative) to ask for specific forms of identification. The **employee** chooses from the lists what documentation **they** want to provide. It must meet the requirements listed on page three of the I-9 form. Any other form of identification not listed on page three of the I-9 form does NOT establish employment eligibility and is not permitted.
 - ◆ Verify that the documents look legitimate. Take the time to look at the photos and compare them to the employee. Look for any distinguishable scars or marks.
 - ◆ See attached Social Security Number Allocation document to help verify social security cards. **Don't be afraid to ask questions!**
 - ◆ After you feel certain the documents provided by the employee are legitimate, make a copy of them keep it with the completed I-9 form.
- The copy of employee's documentation will accompany the I-9 form that is faxed/mailed to CMG corporate office.

* Indicates a confidential document with personal information and should be guarded and stored in a secure location.

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E-Verify Program

- This process is to verify the social security card provided by the applicant and the name of the applicant match and is done for every incoming employee PRIOR to the first day of employment. After receiving your log-in information from CMG HQ and completing the on-line E-Verify tutorial; you will process each person according to the E-Verify website instructions. You will need the following information:
 - ◆ First name, middle initial and last name
 - ◆ Maiden name (if applicable)
 - ◆ Social Security number
 - ◆ Date of Birth
 - ◆ Hire date
 - ◆ Citizenship status

Direct Deposit*

- This is an option for the employee. Have the employee complete this form if he/she wants his/her paycheck deposited directly into his/her checking and/or savings account. **NOTE:** A voided check or a letter from the employee's financial institution showing the routing and account number needs to accompany this form or direct deposit will not be set up.

When these documents are completed fax them to the CMG corporate office; (303) 736-7767.

Application for Employment*

- This form **MUST** be filled out entirely. It is **NOT** acceptable to attach a resume in lieu of filling out the application.

Confidentiality Agreement

- Every employee **MUST** sign a confidentiality agreement.

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(Client)/CMG Employee Handbook

Go through the entire handbook with the employee (page-by-page) making sure they understand the rules, guidelines and expectations of them as a CMG employee. They are required to sign the last page of the handbook and return it to you. **NOTE:** They keep the handbook for future reference.

Make sure they specifically understand:

- They are an employee of CMG, not the client
- What their shift schedule will be
- What their hourly rate will be
- Lunch and break times
- Attendance reliability is expected as terms of employment
- Who to call if they are not able to come to work
- Safety guidelines
- Who to report on-the-job injuries to
- Smoking policy
- Overtime is anything worked after 40 hours/week
- Paid holidays
- Vacation accrual and the approval process
- Dress code

Now that **all** the new hire documents are completed, mail **all** the forms to the CMG corporate office (**NOTE:** keep a copy of the Employee Personal Data Sheet for your employee file):

12000 N. Washington Street
Suite 290
Thornton, CO 80241

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Setting up an On-site employee file

Using file folders; create one for each employee. It is not recommended to keep a copy of all the new hire paperwork. **NOTE:** The employee files **MUST** be kept in a locking file cabinet or drawer. The only documents needed for the on-site file are:

- Employee Data sheet
- Employee warnings
- Attendance tracking

(There may be more client specific forms kept on site in the employee file. This will vary by client site.)

NOTE: I-9 forms must be kept in a separate file from the employee file.

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Additional Orientation Items

Benefit Information

Starbridge Select Sickness and Accident Plan

You must give every employee the Starbridge Select Sickness and Accident Plan information. **The employee has 31 days from their first day of employment/eligibility to enroll.** If they miss the 31 day enrollment window, they will have to wait until open enrollment or have a life qualifying event. **IMPORTANT:** Make sure they understand that this policy has limited coverage, and depending on the location of the CMG client it may not have any preferred providers in their area. It is not a comprehensive medical plan, but a “sickness and accident plan”. Because this is a pre-tax deduction, the IRS does not allow an employee to terminate coverage until: 1) they terminate employment, 2) the next open enrollment or 3) if they have a “life qualifying event”. Life qualifying events are listed on the enrollment form. So, once they enroll in the plan they CANNOT terminate. It is their responsibility to understand what they are signing up or declining. Starbridge does not cover domestic partners. If they have any questions regarding coverage; Starbridge Select’s Customer Service number is 800-308-5948. **NOTE:** CMG On-site Representatives DO NOT interpret coverage.

Group IRA

Immediately upon employment with CMG, the employee has the opportunity to contribute to an IRA (pre-tax). CMG does not contribute or match funds. They will be required to work with the CMG American Funds representative to get started.

Finally, make sure the employee knows how to reach you and what hours they can expect you to be at the client site.

For questions concerning this document please call:

CMG Corporate office (toll-free): 866-920-1425 or Kristi Hynes: 512-423-2724.

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Article I. Social Security Number Allocations

Since 1973, social security numbers have been issued by our central office. The first three (3) digits of a person's social security number are determined by the ZIP Code of the mailing address shown on the application for a social security number. Prior to 1973, social security numbers were assigned by our field offices. The number merely established that his/her card was issued by one of our offices in that State. See also [High Group List](#) of SSN's.

(a) THIS DATA IS STRICTLY FOR INFORMATIONAL PURPOSES

The chart below shows the first 3 digits of the social security numbers assigned throughout the United States and its possessions. See "[Note](#)" at bottom of page.

| | | | | | | | |
|---------|---------------|---------|-----------|---------|--------------|---------|------------|
| 001-003 | New Hampshire | 261-267 | Florida | 449-467 | Texas | 530 | Nevada |
| 004-007 | Maine | 589-595 | | 627-645 | | 680 | |
| 008-009 | Vermont | 766-772 | | 468-477 | Minnesota | 531-539 | Washington |
| 010-034 | Massachusetts | 268-302 | Ohio | 478-485 | Iowa | 540-544 | Oregon |
| 035-039 | Rhode Island | 303-317 | Indiana | 486-500 | Missouri | 545-573 | California |
| 040-049 | Connecticut | 318-361 | Illinois | 501-502 | North Dakota | 602-626 | |
| 050-134 | New York | 362-386 | Michigan | 503-504 | South Dakota | 574 | Alaska |
| 135-158 | New Jersey | 387-399 | Wisconsin | 505-508 | Nebraska | 575-576 | Hawaii |
| 159-211 | Pennsylvania | 400-407 | Kentucky | 509-515 | Kansas | 750 | |

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| | | | | | | | |
|---------|----------------|---------|-------------|---------|------------|---------|----------------------|
| 212-220 | Maryland | 408-415 | Tennessee | 516-517 | Montana | 751 | |
| 221-222 | Delaware | 756-763 | | 518-519 | Idaho | 577-579 | District of Columbia |
| 223-231 | Virginia | 416-424 | Alabama | 520 | Wyoming | 580 | Virgin Islands |
| 691-699 | | 425-428 | Mississippi | 521-524 | Colorado | 580-584 | Puerto Rico |
| 232-236 | West Virginia | 587 | | 650-653 | | 596-599 | |
| 232 | North Carolina | 588 | | 525,585 | New Mexico | 586 | Guam |
| 237-246 | | 752-755 | | 648-649 | | 586 | American Samoa |
| 681-690 | | 429-432 | Arkansas | 526-527 | Arizona | 586 | Philippine Islands |
| 247-251 | South Carolina | 676-679 | | 600-601 | | 700-728 | Railroad Board** |
| 654-658 | | 433-439 | Louisiana | 764-765 | | 729-733 | Enumeration at Entry |
| 252-260 | Georgia | 659-665 | | 528-529 | Utah | | |
| 667-675 | | 440-448 | Oklahoma | 646-647 | | | |

NOTE: The same area, when shown more than once, means that certain numbers have been transferred from one State to another, or that an area has been divided for use among certain geographic locations.

Any number beginning with 000 will NEVER be a valid SSN.

The information in our records about an individual is confidential by law and cannot be disclosed except in certain very restricted cases permitted by regulations.

** 700-728 Issuance of these numbers to railroad employees was discontinued July 1, 1963.

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Orientation Acknowledgement

I acknowledge the CMG On-site Representative has explained the following items and has satisfactorily answered all of my questions.

| Orientation items covered | Employee Initial | Date |
|---|-------------------------|-------------|
| Starbridge Select Sickness and Accident Plan information | | |
| Group IRA information | | |
| You are an employee of CMG, not the client | | |
| Shift schedule | | |
| Hourly rate | | |
| Lunch and break times | | |
| Attendance reliability is expected as terms of employment | | |
| Who to call if they are not able to come to work | | |
| Safety guidelines | | |
| Who to report on-the-job injuries to | | |
| Smoking policy | | |
| Overtime is paid for all hours worked over 40 hours/week | | |
| Paid holidays | | |
| Vacation accrual and the approval process | | |
| Dress code | | |
| CMG On-site Representatives name and phone number | | |

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