



# PINNACLE GOLF CLUB

*Welcome to Pinnacle!*

The information contained in this Employee On-Boarding folder is very important. **Please read and complete all documents.** If you have any questions, please contact your supervisor at 614-539-0722. Completed forms must be returned to the Payroll Department by your supervisors **before a paycheck can be issued.** Please be prompt!

Employees are paid bi-weekly.

The following needs to be completed in ink and returned to your Supervisor:

- Employee Data Sheet** – bottom must be completed and signed by your Supervisor.
- Current Year W-4 Form**
- State Withholding IT-4 Form**
- Form I-9** – bottom section must be completed and signed by your Supervisor. Two forms of identification are required; i.e. driver's license, social security card, passport, or student ID.
- Employee Handbook Acknowledgment Form**
- Direct Deposit Authorization** – if you choose to have your paycheck directly deposited into your bank account, complete and sign form. Attach a VOIDED check.
- Work Permits** – During the seasonal/ summer employment period, a work permit is not mandatory. If you are under 18 years of age and employed during the school term, you must provide Pinnacle Golf Club a current work permit. You can obtain the necessary forms from your school office.
- Download the Homebase App**
- Create a Paycor Account and/ or Download App**

EMPLOYEES ARE REQUIRED BY LAW TO INFORM THEIR EMPLOYER IF THEY LIVE IN A SCHOOL DISTRICT OR CITY THAT COLLECTS AN ADDITIONAL INCOME TAX. IF YOUR SCHOOL DISTRICT OR CITY HAS AN ADDITIONAL INCOME TAX IN EFFECT, IT IS YOUR RESPONSIBILITY TO NOTIFY THE PAYROLL DEPARTMENT.

Please look over your first paycheck carefully to make certain all information is correct. If you have any questions or concerns regarding your paycheck, please see your Supervisor.