

HR Policies and Procedures

Human resources uses attachments to share important tax forms and templates with employees.


- Click the **view *online*** link on one the attachments below to view its contents.
- Upload a new attachment to the page. From the *Tools* dropdown select *Attachments* and then upload your file to the attachments page.

File	Modified
PDF File Daily Time Sheet.pdf For hourly employees to complete on a weekly basis	Feb 27, 2009 by Anonymous
Microsoft Excel Sheet Expense Report Template.xls Use this for submitting expenses.	Feb 27, 2009 by Anonymous
Microsoft Word 97 Document Employee Handbook.doc Everyone must read and sign this	Feb 27, 2009 by Anonymous
PDF File IRS_W9_Form.pdf All contract employees must complete this form.	Feb 27, 2009 by Anonymous

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