



Employee Update

This information and the signature below must be provided for changes to be made

Employee (Signature)

Employee ID Number

Employee (Print Name)

Date

Addresses:

Home: _____

Mailing: _____

Other: _____

W-2: _____

Telephones:

Home: _____

Cellular: _____

Other: _____

Work: _____

Fax: _____

Beeper: _____

Email: _____

Person to be notified in case of an emergency:

Name: _____

Relationship to you: _____

Phone # () _____

Phone # () _____

Do you have current MSHA training?

YES No

MSHA Surface
(Expiration Date: Month / Day / Year)

MSHA Underground
(Expiration Date: Month / Day / Year)

COPIES OF YOUR CURRENT MSHA CERTIFICATE(S) MUST BE PROVIDED TO GEOTEMPS



Check Distribution

A PROFESSIONAL PERSONNEL SERVICE

GEOTEMPS offers four methods of handling your paychecks and expense checks. **WE STRONGLY URGE YOU TO CHOOSE DIRECT BANK DEPOSIT.** We will honor your request as indicated below unless you otherwise notify us in writing. A new signed Check Distribution must be provided to make changes.

EMPLOYEE (PRINT NAME): _____

EMPLOYEE ID # _____

Fill out both sections (Pay Checks & Expense Checks) whether you currently have Expenses or not

PAY CHECKS	EXPENSE CHECKS
<input type="checkbox"/> DIRECT BANK DEPOSIT - PROVIDE US WITH A VOIDED CHECK. Initial Direct Deposit will take 2 to 3 weeks. Please choose below how you would like your check handled until Direct Deposit begins.	<input type="checkbox"/> DIRECT BANK DEPOSIT - PROVIDE US WITH A VOIDED CHECK. Initial Direct Deposit will take 2 to 3 weeks. Please choose below how you would like your check handled until Direct Deposit begins.
<input type="checkbox"/> HOLD UNTIL END OF DAY IN GEOTEMPS' BRANCH OFFICE, THEN MAIL.	<input type="checkbox"/> HOLD UNTIL END OF DAY IN GEOTEMPS' BRANCH OFFICE, THEN MAIL.
<input type="checkbox"/> HOLD FOR PICKUP IN GEOTEMPS' BRANCH OFFICE	<input type="checkbox"/> HOLD FOR PICKUP IN GEOTEMPS' BRANCH OFFICE
<input type="checkbox"/> MAIL	<input type="checkbox"/> MAIL

OTHERS AUTHORIZED TO PICK UP EMPLOYEE'S CHECKS:

PLEASE CHOOSE ONE: _____ NO ONE ELSE IS AUTHORIZED

or _____

FIRST AND LAST NAME(S)

The postal system has proven to be unreliable and has delivered employees' paychecks late. Unfortunately, we are forced to delay re-issuance of lost paychecks. There will be a wait of 14 to 21 days after the date the paycheck was mailed for a new check to be issued. **We strongly urge you to choose Direct Bank Deposit to avoid this situation.**

Employee's Signature

Date
August 27, 2007