

# BGI Onboarding Form

TOP SECTION COMPLETED BY EMPLOYEE

ALL WHITE FIELDS ARE REQUIRED AND MUST BE LEGIBLE FOR PROCESSING

Hire Date

Job Site Location

Employee Full Legal Name (NO nicknames)

10-digit Phone Number

Mailing Address

Date of Birth

City

State

ZIP Code

ID # or DL #

State

Full SSN

Employee E-mail

**Payroll Election**

Must select one



Check   
Direct Deposit

Check / Stub Distribution  
Must select one



Mail to address   
Send to Jobsite   
Hold in office

Direct Deposit Information?

On File

New Enrollment

Change/Update

Last Brahma job site worked (if applicable)

Employee Signature

Date

TO BE COMPLETED BY EMPLOYER

Each item below **REQUIRED** before employee will be processed for payroll

Job Site Location

Position/Craft

Craft Code

Hourly Rate

\$ \_\_\_\_\_

Subsistence

\$ \_\_\_\_\_

Show Up Bonus

\$ \_\_\_\_\_

Completion Bonus

\$ \_\_\_\_\_

**NEW HIRE FORM REQUIREMENTS**

- Application
- I-9 Form
- Copy of I-9 acceptable documents (front & back)
- EEOC Survey (Voluntary)
- Acknowledgments Form
- Benefits Enrollment (If applicable)
- W-4
- Drug Test Chain of Custody (Location written in)
- Direct Deposit Form (Only if employee selected "New Enrollment" from above)
- Voided check or bank generated enrollment form
- Emergency Contact Form
- Union Card (If union card is NOT provided please indicate the reason in comments below)

**REHIRE FORM REQUIREMENTS**

- Acknowledgments Form
- Benefits Enrollment (If applicable)
- W-4
- Drug Test Chain of Custody (Location written in)
- Direct Deposit Form (Only if employee selected "Change/Update" from above)
- Voided check or bank generated enrollment form
- Emergency Contact Form

Comments: \_\_\_\_\_

Completed by: \_\_\_\_\_  
Print Name

Date Submitted: \_\_\_\_\_

Please email completed form to [newhire@brahmagroupinc.com](mailto:newhire@brahmagroupinc.com) with required documents attached

**ALL ORIGINAL FORMS MUST BE MAILED TO THE BRAHMA CORPORATE OFFICE**  
**Attn: New Hire 1132 South 500 West Salt Lake City, UT 84101**